COMPUTER OPERATOR / OFFICE ASSISTANT

(TRAINEE MANUAL)



PUNJAB VOCATIONAL TRAINING COUNCIL

FOREWORD

The Punjab Vocational Training Council (PVTC) was established in June 1998. The objective was to give need based demand driven technical training to enhance government noble endower of poverty alleviation. For this purpose PVTC has developed curricula for various courses to cope with the growing demand of industrial, agriculture and services sector, keeping in view the modern technology.

Due to IT revolution world has become global village. The promotion of applications of information technology is the trend in current world economic and social development and the key link to upgrading industrial structure and realizing industrialization and modernization.

The Punjab Vocational Training Council, as part of national policy intend to develop a strategy for IT infrastructure development, software development, value added services and capacity building to support his objectives of turning Pakistan into a knowledge society and also an active player in global economy through the use of technology. The emphasis is to make Pakistan a developed country in shortest possible time by using our human resource.

PVTC recognizing the increasing influence of IT in our country in the first instance, encouraged to acquire computer literacy as an initial step to build leadership, understanding and support for introduction and implementation of a comprehensive IT programme. The aim is to produce skilled worker to speed up the development of information industry and service industry, as promotion of information technology is the trend in current world economic and social development and key link to upgrading Pakistan’s industrial and service structure. The information infrastructure is a preferential task for national economic and social development.

The information technology should be used extensively in all circles of society and use of computer and the Internet is wide spread. Information technology is being used in various sectors including governmental administration & management, public service, enterprise management and daily operations. The IT is being implemented in integration of networks of Telecommunication, TV, Banks, Shopping outlets and other business sectors.

The PVTC has taken the step to impart IT education and its application to business including industrial and commercial enterprise.

This curricula will go enable the trainees to operate the computers, to use intrenet, Email, Urdu word processing and the common applications of the IT.

Thanks to the efforts of the following

1. Mr. Muhammad Shakil, Manager Curriculum, PVTC, Lahore.
2. Mr. Shahid Saleem, Deputy Manager Curriculum PVTV, Lahore.
3. Mr. Amir Ali, Vice Principal Bhalwal.
4. Mr. Mujahid Ali Sheikh, Instructor VTI Greentown Lahore.
5. Mr. Ghulam Ahmad, Instructor VTI Bahawalnagar.
6. Mr. Kashif Khurshid, VTI Layyah.
7. Mr. Iftikhar Hussain, VTI Naushra.

Suggestions for improving this curriculum are almost welcome.

SIKANDAR M. KHAN
CHAIRMAN PVTC

TRAINING PROGREM

1. Needs / Objectives.

This course will enable the pass outs to efficiently use common computer applications and work as an office assistant.

At the end of the training, trainee will be able to:

1. Setup a computer and install software.
2. Have acquired a typing speed of 30-40 wpm.
3. Use English and Urdu word processing.
4. Prepare and manipulate spreadsheets, develop and run computer presentations.
5. Apply fundamental usage of computer applications.
6. Use internet and E-mail.
7. Understand business English as used offices.
8. Word with office filing system and use common office machines.

2. Skill Requirements

After completing this course the students will learn these skills:

1. Switching on and off the computer as per procedures.
2. Operate the computer and run software packages.
3. Be conversant with Windows 2000 operating system.
4. Type on the keyboard at a speed of 30 to 40 words per minutes.
5. Be able to type, format and print documents using Microsoft Word (English) and Inpage (Urdu) word processing packages.
6. Be able to enter, format, manipulate and print data in Microsoft Excel.
7. Make and run presentations using Microsoft Power Point.
8. Learn to display multimedia presentations.
9. Be able to work in a networking environment.
10. Retrieve information from the Internet.
11. Send and receive messages through E-mail.
12. Work as an office assistant, receive letters, communicate and handle these for subsequent action.
13. Be able to operate common office machines.

3. Knowledge Requirements.

After the Completion of course the pass out would have the knowledge of

1. Know computer configuration and understand general working of a CPU, input, output and storage units.
2. Understand the function of Windows 2000, learn commands, familiarize with Windows objects and its use.
3. Of techniques to improve computer typing.
4. Understand the functions of presentation software.
5. Learn what is internet and how it can be employed to retrieve information.
6. E-mail and its functioning.
7. To work in an office environment.
8. To use office machines.

4. Entry Level

- Matriculation preferably with science.
- Admission is subject to passing a general aptitude test.

5. Class Size

- 20-25 Trainees

6. Training Duration / Scheme

a)	VTI Training	6 months (theory & practical)
b)	On job training	2 months
c)	No. of hours per week	40
d)	Ratio (Theory to Practical)	20:80
e)	Training material	Trainee/instruction manual work book
f)	Medium of Instructions	Urdu/English
g)	Method of Instructions	Lectures, demonstration, practical
h)	Tests/ Evaluation	Quizzes, Weekly/Monthly, Final Attendance, seasonal, final Test, OJT

i) Qualification and Training level of staff:

Instructor	BCS with 5 years experience.
Lab Assistant	Have adequate computer usage experience.

7. Employability

The Pass out of this course will be able to work in the following positions.

1. Computer Operator.
2. Office Assistant.
3. Data entry operator.
4. Typist.
5. Data processing operator.

8. <u>List of Machinery / Equipments /Tools.</u>

Sr. No	Name	Quantity
1	Main server branded and adequately configured to support 25 workstations, with Microsoft Windows 2000, Proxy Server (in case of internet)	2
2	PCs for workstations adequately configured with Microsoft Windows 2000	25
3	Dot matrix printer small cartridge	5
4	Dot matrix printer large cartridge	1
5	Printer Laser Jet	1
6	Printer Ink Jet	1
7	Scanner flat bed	1
8	Networking accessories: Ethernet hubs, networking cards, cables, face plates, cabinet etc	As required
9	Tables, chairs for workstations	25
10	Laboratory, adequately designed for computer usage, air conditioned and dust proof, with complete wiring and electrical fittings	
11	Additional tables for hubs and printers	As required
12	White board	1
13	Common tools for maintenance	1 set
14	Software: MS Windows 2000, Office XP, Inpage	1 each
15	UPS	As required

9. List of Consumables

S. No	Name	Quantity
1	Continues Sheet papers for printers.	As required
2	Diskettes	100
3	Ribbon Cartridges	10
4	Refills	10
5	Stationary	As required
6	Markers Erasable	As required

10. COURSE CONTENTS / OUTLINE

(A)

Sr. No.	Topic	Training Hours	
		Theory	Practical
1	**INTRODUCTION TO COMPUTER SYSTEM** What is computer? Computer characteristics and classification What is Input? Keyboard, mouse What is processing? Central processing unit Processor speed Memory devices Motherboards What is output? Printers Screen features What is storage? Magnetic disks Computer communication Transmission media Modems Networks Common operating systems	10	20
2	**OPERATING SYSTEM – WINDOWS 2000** Introduction Log in and shutdown the computer Graphical user interface Windows explorer Creating folder Creating shortcut What is windows MS Paint Calculator Word Pad	10	20
3	**TYPING (English)** Introduction Keyboard Button bar Starting typing lessons Test option Duration Continuous lessons Timer Word per minute	20	100
4	**MICROSOFT WORD 2000** Introduction Word processor Starting Microsoft word 2000 Microsoft word 2000 interface Creating documents	30	120

	Selecting and deselecting text Saving documents Opening documents Editing documents Setting document page Printing documents Header and footer Formatting document Working with tables Working with word art Working with drawing toolbar Working with pictures Managing data in word 2000		
5	**MICROSOFT EXCEL 2000** Introduction Starting Microsoft Excel 2000 Microsoft Excel 2000 interface Creating worksheet Entering data into worksheet Saving worksheet Opening an existing worksheet Editing in worksheet Page setting Print preview Entering formula in worksheet Entering function in worksheet Printing jobs Formatting worksheet Sorting data in excel Working with filter and validation Working with word art Working with drawing toolbar Working with pictures Working with charts Linking workbooks	30	120
6	**MICROSOFT POWER POINT 2000** Introduction Starting Microsoft power point 2000 Microsoft power point 2000 interface Creating a new presentation Animation effects Rehearse timing Working with color scheme and background Working with apply design Slide transition Setup show and action buttons Saving a presentation Opening an existing presentation Editing in presentation Working with page setup Printing slides	20	100

	Formatting slides Working with word art Drawing toolbar Working with pictures Working with charts Working with tables Movies and sounds Slide view		
7	**URDU WORD PROCESSING (Inpage)** Introduction Creating new documents The status bar Toolbox Story editor Using zoom Working with tables Converting table to text Adding date and time Using style sheet Hyphenation Formatting page Applying borders Inserting pictures Working with Inpage objects Graphic boxes Linking text boxes File Import File export	20	100
8	**INTERNET AND E MAIL** Introduction to internet Popular websites Internet service provider Using internet explorer Navigating the web Toolbar option Menu bar option Download, email and print Customizing internet explorer Introduction to email How email work into internet Create an email account Structure of email account Internet email addresses Using email software Replying to email message Sending file attachment	20	100
9	**INSTALLATION OF SOFTWARE** Microsoft windows 98 Microsoft windows 2000 Microsoft office 2000 Device drivers	10	30

	Inpage Anti virus		
10	**LETTER AND DRAFT WRITING** Letters Punctuations Letter styles Personal letters Letter of application Personal data sheet Government letters Other official correspondence	20	10
	Total	190	720

(B)

Common Course …………………………50

Total A+B=(190 + 720) + 50=960

CONTENTS

What is a computer?

The word COMPUTER is derived from a word **COMPUTE,** which means, **“To CALCULATE”.**

A **computer** is an electronic device that executes the instructions in a program.

A computer has four functions:

Input
Processing
Output
Storage



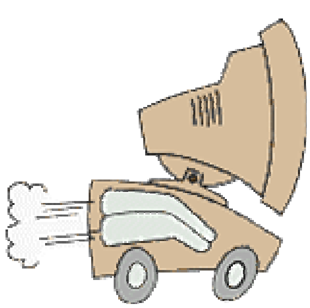
The Information Processing Cycle

Some Beginning Terms

Hardware	the physical parts of the computer.
Software	the programs (instructions) that tell the computer what to do
Data	individual facts like first name, price, quantity ordered
Information	data which has been massaged into a useful form, like a complete mailing address
Default	the original settings; what will happen if you don't change anything.

<u>Computer Characteristics</u>

What makes a computer powerful?



Speed A computer can do billions of actions per second.



Reliability Failures are usually due to human error, one way or another. *(Blush for us all!)*



Storage A computer can keep huge amounts of data.

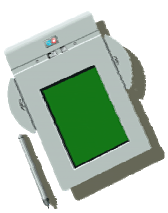
CLASSIFICATION OF DIGITAL COMPUTERS

Personal or micro

Computers for personal use come in all shapes and sizes, from tiny **PDA**s (**p**ersonal **d**igital **a**ssistant) to hefty **PC** (**p**ersonal **c**omputer) towers. More specialized models are announced each week - trip planners, expense account pads, language translators...



Hand-held (HPC)



PDA



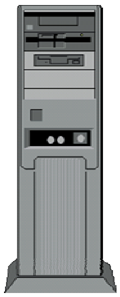
Tablet PC



Laptop/Notebook



Desktop

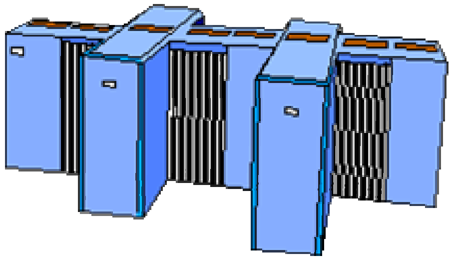


Tower



Workstation

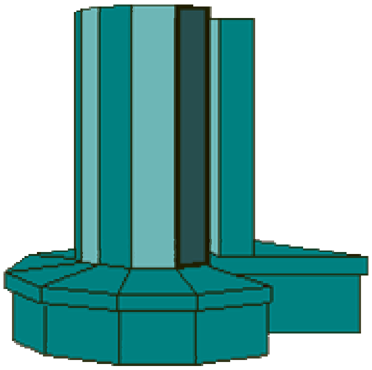
Main frame



The **main frame** is the workhorse of the business world. A main frame is the heart of a network of computers or terminals which allows hundreds of people to work at the same time on the same data. It requires a special environment - cold and dry.

Supercomputers

The **supercomputer** is the top of the heap in power and expense. These are used for jobs that take massive amounts of calculating, like weather forecasting, engineering design and testing, serious decryption, economic forecasting, etc.



The first Cray supercomputer was introduced in 1976

Minicomputer

The **minicomputer** has become less important since the PC has gotten so powerful on its own. In fact, the ordinary new PC is much more powerful than minicomputers used to be. Originally this size was developed to handle specific tasks, like engineering and CAD calculations, that tended to tie up the main frame.

What is Input?

Everything we tell the computer is **Input**.

Types of Input

Data is the raw **facts** given to the computer.

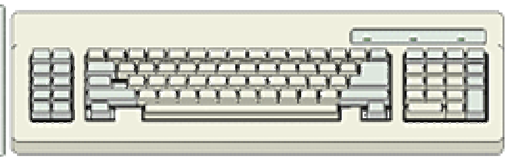
Programs are the sets of **instructions** that direct the computer.

Commands are special codes or **key words** that the user inputs to perform a task,

User response is the user's answer to the computer's question, such as choosing OK, YES, or NO or by typing in text, for example the name of a file.

Keyboard

The first **input device** we will look at is the **Keyboard**.

Mouse




A ball underneath rolls as the mouse moves across the mouse pad. The cursor on the screen follows the motion of the mouse. Buttons on the mouse can be clicked or double-clicked to perform tasks.

Trackball

Instead of moving the whole mouse around, the user rolls the trackball only, which is on the top or side.



Glidepad

Uses a touch sensitive pad for controlling cursor. The user slides finger across the pad and the cursor follows the finger movement. For clicking there are buttons, or you can tap on the pad with a finger. The glidepad is a popular alternate pointing device for laptops.



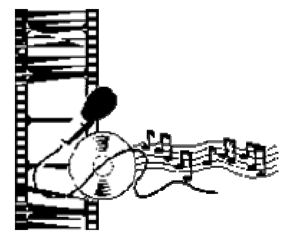
Game Devices

Cursor motion controlled by vertical stick (joystick) or arrow buttons (gamepad)

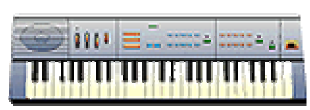




Multimedia is a combination of sound and images with text and graphics. This would include movies, animations, music, people talking, sound effects like the roar of a crowd and smashing glass.



Sound Input

Recording sounds for your computer requires special equipment. Microphones can capture sounds from the air which is good for sound effects or voices. For music the best results come from using a musical instrument that is connected directly to the computer.

Video Input

A **digital camera** takes still photos but records the pictures on computer disks or memory chips. The information contained can be uploaded to a computer for viewing.

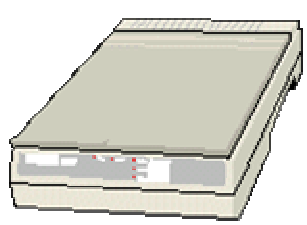


A **video camera or recorder** (VCR) can record data that can be uploaded to the computer with the right hardware. Though it is not digital data, you can still get good results with the right software.



General Devices

Page scanner-



The scanner works like a copy machine. It captures a whole page and converts it to digital image. The scanned text cannot be edited at this point.

What is Processing?

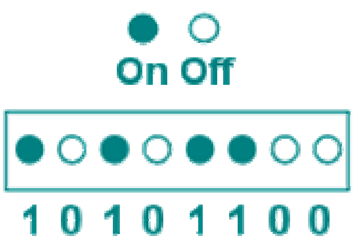
Processing is the **thinking** that the computer does - the calculations, comparisons, and decisions. People also process data. What you see and hear and touch and feel is input. Then you connect this new input with what you already know, look for how it all fits together, and come up with a reaction, your output. "That stove is hot. I'll move my hand now!"

The kind of "thinking" that computers do is very different from what people do.

Machines have to think the hard way. They do one thing at a time, one step at a time. Complex procedures must be broken down into VERY simple steps. Then these steps can be repeated hundreds or thousands or millions of times. All possible choices can be tried and a list kept of what worked and what didn't.

Modern computers are **digital**, that is, all info is stored as a string of zeros or ones - off or on. All the thinking in the computer is done by manipulating these digits. The concept is simple, but working it all out gets complicated.

1 **bit** = one on or off position
1 **byte** = 8 bits



So 1 byte can be one of 256 possible combinations of 0 and 1.
Numbers written with just 0 and 1, are called **binary** numbers.

Each 1 is a power of 2 so that the digits in the figure represent the number:

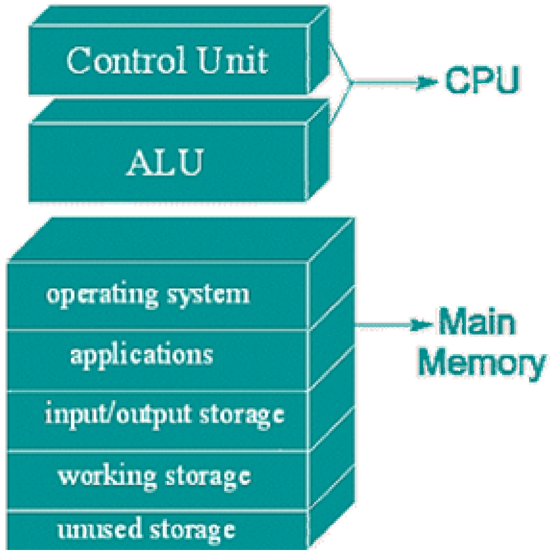
$= 2^7 + 0 + 2^5 + 0 + 2^3 + 2^2 + 0 + 0$

$= 128 + 0 + 32 + 0 + 8 + 4 + 0 + 0$

$= 172$

Every command and every input is converted into digital data, a string of 0's and 1's.

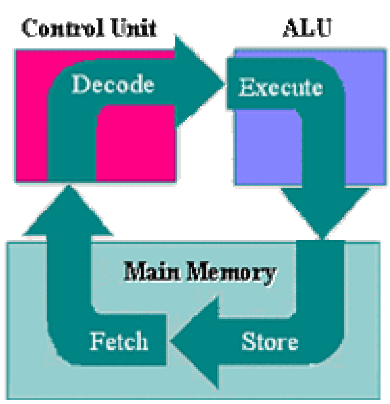
The **CPU**, or **Central Processing Unit**, is the part of the computer where work gets done. In most computers, there is one processing chip. This is the part of the computer that does the "thinking."



Control Unit

This is the part of the computer that controls the **Machine Cycle**. It takes numerous cycles to do even a simple addition of two numbers.

The Machine Cycle



Fetch - get an instruction from Main Memory
Decode - translate it into computer commands
Execute - actually process the command
Store - write the result to Main Memory

ALU

stands for **Arithmetic/Logic Unit**

This is the part that executes the computer's commands.
A command must be either a basic **arithmetic** operation:

+ - * /
or one of the **logical comparisons**:
> < = not =.
Everything else has to be broken down into these few operations. Only one operation is done in each Machine Cycle.

The ALU can only do one thing at a time but can work very, very fast.

Operating System

This is the instructions that the computer uses to tell itself how it "operates". It's the answer to "Who am I and what can I do?"

Some common operating systems are DOS, various versions of Windows, OS/2, UNIX, LINUX, System 7. These all behave in very different ways and have different hardware requirements. So they won't all run on all machines.

Applications

These are the various programs that are currently running on the computer.

By taking turns with the Machine Cycle, modern computers can have several different programs running at once. This is called **multi-tasking**.

Each open application has to have some data stored in Main Memory, even if the application is on rest break and is just sitting there. Some programs (graphics programs are notorious for this) require a lot of the Main Memory space, and may not give it up even if they are shut down! Rather rude, actually!!

Input/Output Storage

When you enter new data, the keystrokes must be stored until the computer can do something with the new data.

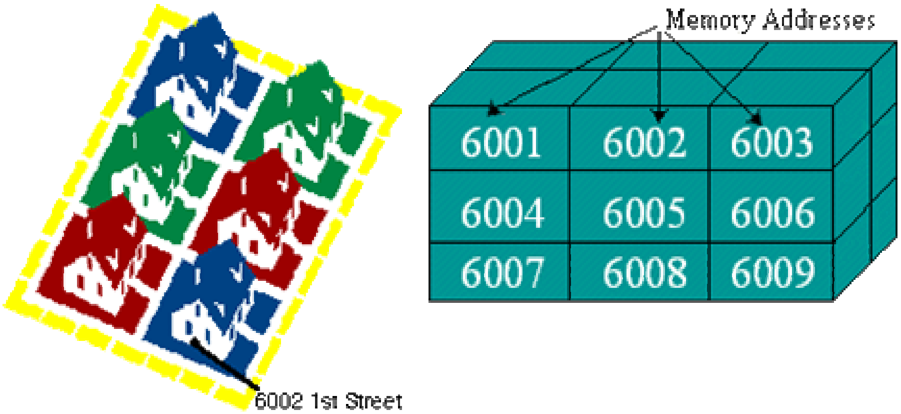
When you want data printed out or displayed, it must be stored somewhere handy first.

Working Storage

The numbers and characters that are the intermediate results of computer operations must be stored until the final values are calculated. These values "in progress" are kept in temporary locations.

We need a method of naming the places where Main Memory stores data.
Each location needs a unique name, just like houses in a town need a unique street

address.



Rather than a street name and house number, **memory addresses** are just numbers.

A **memory address** holds 1 byte of data where

1 **bit** =	0 or 1, on or off
1 **byte** =	8 bits
1 **kilobyte** (K or KB) =	1024 bytes
1 **megabyte** (MB) =	1024 kilobytes

Many different factors determine how fast your computer gets things done. **Processor speed** is one factor. But what determines the processor's speed?

Main Memory

This is where the computer stores the data and commands that are currently being used.

When the computer is turned off, all data in Main Memory vanishes. A data storage method of this type is called **volatile** since the data "evaporates."

Note on the left the various kinds of data that are stored.
The CPU can fetch one piece of data in one machine cycle.

Unused Storage

One hopes that there is always some storage space that is not in use.

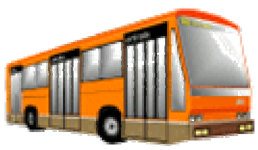
If space runs out in Main Memory, the computer will **crash**, that is, stop working.

Processor Speed affected by



System clock rate = rate of an electronic pulse used to synchronize processing
Measured in **megahertz** (**MHz**) where 1 MHz = 1 million cycles per second or **gigahertz** (**GHz**) where 1 GHz = 1 billion cycles per second.
This is what they are talking about if they say a computer is a 2.4 GHz machine. It's clock rate is 2.4 billion cycles per second.

Bigger number = faster processing



Bus width = the amount of data the CPU can **transmit** at a time to main memory and to input and output devices.
(Any path bits travel is a **bus**.)
An 8-bit bus moves 8 bits of data at a time.
Bus width can be 8, 16, 32, 64, or 128 so far.
Think of it as "How many passengers (bits) can fit on the bus at once to go from one part of the computer to another."

Bigger number = faster transfer of data



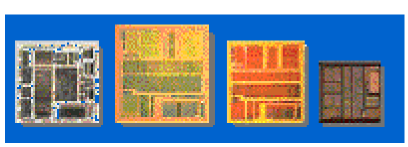
Word size = a word is the amount of data the CPU can **process** at one time.

An 8-bit processor can manipulate 8 bits at a time.
Processors can be 8-, 16-, 32-, or 64-bit so far.

Bigger the number = faster processing

There are several physical components of a computer that are directly involved in processing. The processor chip itself, the memory devices, and the motherboard are the main ones.

Microprocessor- a single silicon chip containing CPU, ALU, and some memory.

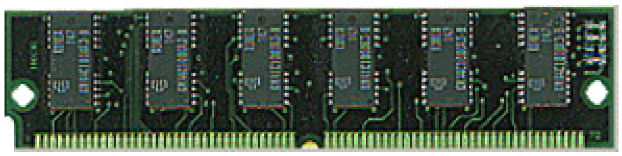


Memory Devices:

Vacuum tube - oldest type. Didn't hold up long and generated a lot of heat.

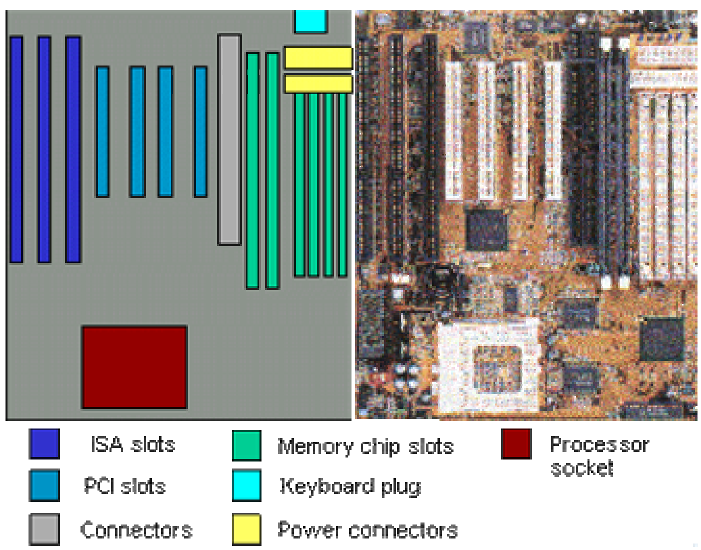
Core - small metal rings. Magnets tip a ring to left or right, which represents on and off. Relatively slow.

Semiconductor - integrated circuit on a chip. This is what modern computers use for memory. Pictured below is a 72-pin SIMM.



Motherboard

Here we see a diagram and a photo of a motherboard (or main circuit board). This one is suitable for a Pentium CPU. Nothing has been plugged in or attached yet.



Connectors

Here is where cables connect to the motherboard for things like hard drives, floppy drives, and CD-ROM drives.

ISA slots

This board has 3 slots for the older ISA/VESA boards for things like video cards, sound cards, internal modems, etc.

Keyboard plug

This is where the keyboard attaches, thru the back of the computer.

Memory slots

There are 4 short slots for SIMM memory.
This board has two long slots for a new kind of memory called DIMM DRAM.
This board can handle a maximum of 256 MB of memory.

PCI slots

This board has 4 slots for the newer PCI boards for peripherals like video cards, sound cards, internal modems, etc.

Power Connections

This is where the power supply connects to the motherboard.

Processor socket

What is visible here is the place where the processor plugs into the motherboard. When the processor is installed, you still can't see it because on top of it is a heat sink and fan to keep the processor cool. Hot processors make mistakes or even melt important parts on the chip.

Different processors are different sizes. So the socket on the motherboard has to match the processor. Also, the circuits in the motherboard itself must be different for different processors.

What is Output?

Output is data that has been processed into useful form, now called **Information.**

Types of Output



Hard copy:

printed on paper or other permanent media

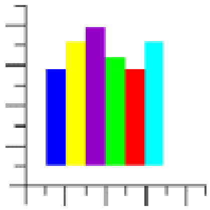


Soft copy:

displayed on screen or by other non-permanent means

Categories of Output







Text documents
including reports,
letters, etc.

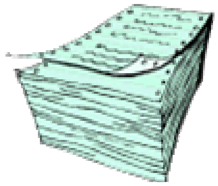
Graphics
charts, graphs,
pictures

Multimedia
combination of text,
graphics, video, audio

The job of a printer is to put on paper what you see on your monitor. How easy this is to do and how successfully it is done determines whether or not you are happy with your printer choice.

What paper type used?

Continuous-Form Paper



Advantage: Don't need to put in new paper often

Disadvantage: May need to separate the pages and remove the strips of perforations from the edges.

Single Sheet

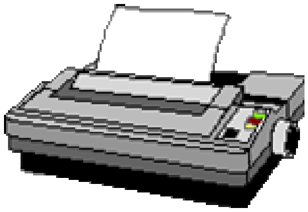


Advantage: Can change to special paper easily, like letterhead or envelopes.

Disadvantage: Must add paper more often.

Printer Types

Impact Printers



With this type of printer something strikes paper & ribbon together to form a character, like a typewriter.

Advantages: Less expensive
Fast *(some types)*
Can make multiple copies with multipart paper

Disadvantages: Noisy!
Print quality lower in some types.
Poor graphics or none at all.

Non-Impact Printers

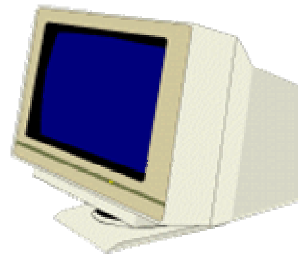


This type of printer does not involve actually striking the paper. Instead, it uses ink spray or toner powder.

Advantages: Quiet!
Can handle graphics and often a wider variety of fonts than impact printers.

Disadvantages: More expensive
Slower

Screen Features



The device which displays computer output to us has various names:

Screen from "computer screen" or "display screen"

Monitor from its use as a way to "monitor" the progress of a program

VDT = **video display terminal** from early network terminals

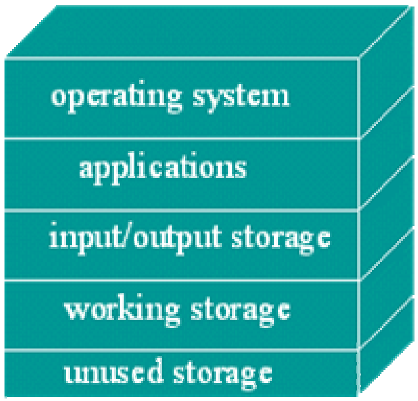
CRT = **cathode ray tube** from the physical mechanism used for the screen.

VDU = **visual display unit** to cover all the mechanisms from desktop CRTs to LCD flat screens on laptops to LED screen on palmtops

What is Storage?

Storage refers to the media and methods used to keep information available for later use. Some things will be needed right away while other won't be needed for extended periods of time. So different methods are appropriate for different uses.

Earlier when learning about processing, we saw all the kinds of things that are stored in Main Memory.



Main Memory = Primary Storage

Main memory keeps track of what is *currently* being processed. It's **volatile**, meaning that turning the power off erases all of the data.

For Main Memory, computers use **RAM**, or **Random Access Memory**. These memory chips are the fastest, but most expensive, type of storage.

Auxiliary Storage = Secondary Storage

Auxiliary storage holds what is not *currently* being processed. This is the stuff that is "filed away", but is ready to be pulled out when needed.

It is **nonvolatile**, meaning that turning the power off does not erase it.

Auxiliary Storage is used for:

- **Input** - data and programs
- **Output** - saving the results of processing

So, Auxiliary Storage is where you put last year's tax info, addresses for old customers, programs you may or may not ever use, data you entered yesterday - everything that is not being used right now.

Magnetic Disks

Of the various types of Auxiliary Storage, the types used most often involve some type of **magnetic disk**. These come in various sizes and materials, This method uses magnetism to store the data on a magnetic surface.

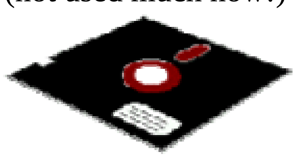
A **drive** spins the disk very quickly underneath a **read/write head**, which does what its name says. It reads data from a disk and writes data to a disk.

Types of Magnetic Disks

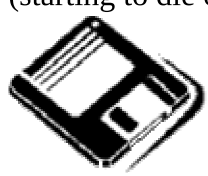
Diskette / Floppy Disk

Sizes:

5¼"
(not used much now!)



3½"
(starting to die out, too)



Both sizes are made of mylar with an oxide coating. The oxide provides the magnetic quality for the disk. The "floppy" part is what is inside the diskette covers - a very floppy piece of plastic (i.e. the mylar)

Hard Disks

These consist of 1 or more metal platters which are sealed inside a case. The metal is one which is magnetic. The hard disk is usually installed inside the computer's case, though there are removable and cartridge types, also.



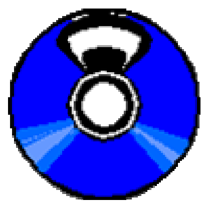
USB drive

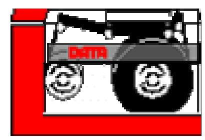


This new type of flash memory storage device does not yet have a generally accepted name. Each company calls it something different, including flash drive, flash pen, thumb drive, key drive, and mini-USB drive.

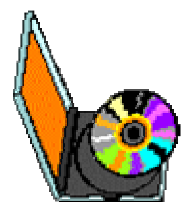
Magnetic tape uses a method similar to that of VCR tape for storing data.

The speed of access can be quite slow, however, when the tape is long and what you want is not near the start. So this method is used primarily for major backups of large amounts of data.





An entirely different method of recording data is used for **optical disks**. These include the various kinds of CD and DVD discs.



Optical disks come in several varieties which are made in somewhat different ways for different purposes.

Computer communication

Computer communication is the transmission of data and information over a communications channel between two computers, which can be several different things.



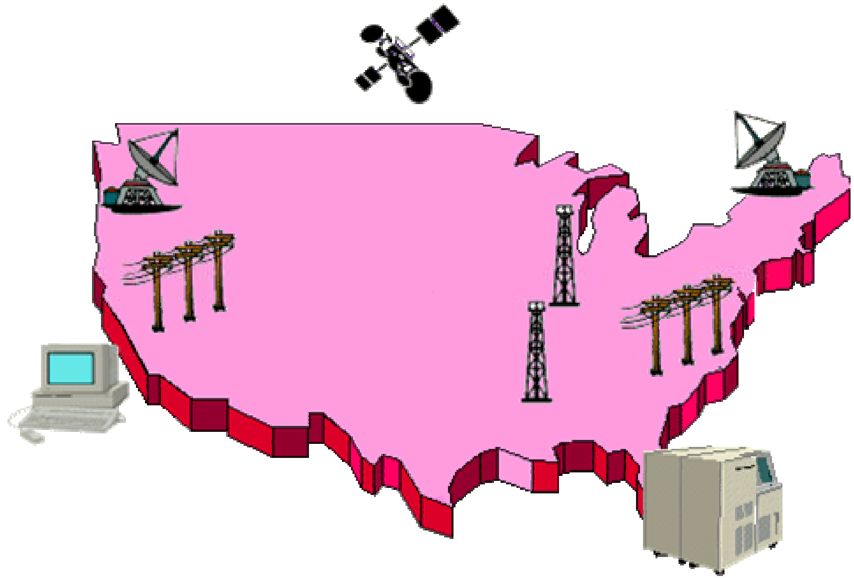
Communications between computers can be as simple as cabling two computers to the same printer. It can be as complex as a computer at NASA sending messages through an elaborate system of relays and satellites to tell a computer on Mars how to drive around without hitting the rocks.

Depending on the context, for computer communications you might use the terms:

Data Communications for transmission of data and information over a communications channel
Telecommunications for any long-distance communications, especially television
Teleprocessing for accessing computer files located elsewhere

Communications Channel

A communications **channel**, also called a communications **line** or **link**, is the path that the data follows as it is transmitted from one computer to another.



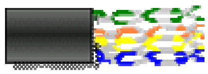
Transmission Media

Transmission media just means the physical materials that are used to transmit data between computers.

Cable

For communications between computers that are linked by **cable**, there are three choices.

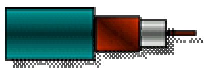
Twisted wire (phone line)



Advantage: Easy to string
Cheap

Disadvantage: Subject to interference = static and garble

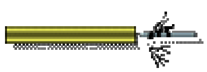
Coaxial cable (round insulated wire)



Advantage: Not susceptible to interference
Transmits faster

Disadvantage: Heavy & bulky
Needs booster over distance

Fiber optic line (glass fibers)



Advantage: Smaller
Lighter

Faster *(speed of light!)*
No interference

Disadvantage: Expensive
Harder to install and modify

Broadcast

For longer distances or when cables are not practical, other transmission media come into play. We're getting really high tech here!

Wireless (infrared, light, radio)

Advantage: Flexible
Portable

Disadvantage: Slower data transfer than hard-wired methods
Subject to interference



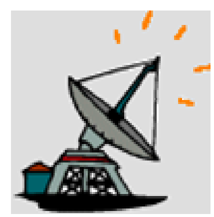
Microwave



Advantage: Speed of light
Uses a few sites

Disadvantage: Line-of-sight only

Satellite



Advantage: Always in sight

Disadvantage: Expensive uplink and downlink facilities

Signals

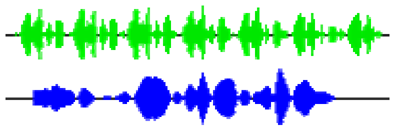
Two types of signals are used for data transmission:
Digital and **Analog**.

A **digital signal** is a stream of 0's and 1's. So this type is particularly appropriate for computers to use.



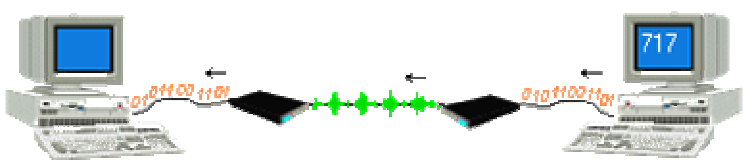
An **analog signal** uses variations (modulations) in a signal to convey information. It is particularly useful for wave data like sound waves. Analog signals are what your normal phone line and sound speakers use.





Modems

Often communications between computers use the telephone system for at least part of the channel. A device is needed to translate between the analog phone line and the digital computer. Such a device is the **modem**, which comes from **Mod**ulate/**Dem**odulate, which is what a modem does. It modulates a digital signal from the computer into an analog one to send data out over the phone line. Then for an incoming signal it demodulates the analog signal into a digital one.



File Transfer

One of the most common uses of computer to computer communications is to transfer files from one to the other.

Downloading means to transfer a file **to** your computer **from** elsewhere.



Uploading means to transfer a file **from** your computer **to** another.



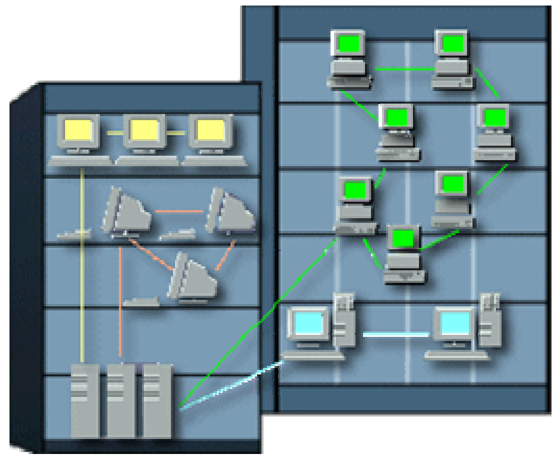
Networks

A **network** is a set of computers which are linked together on a permanent basis. This can mean two computers cabled together on the same desk, or thousands of computers across the world.

LAN

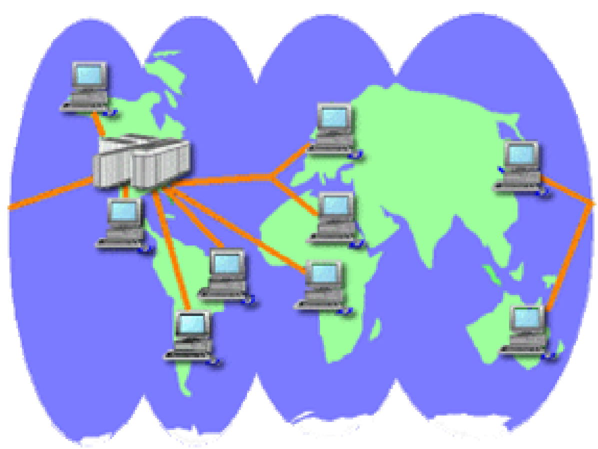
A **LAN** is a **Local Area Network**. This would include networks where the computers are relatively close together. So LANs would be within the same office, a single building, or several buildings close together.

The graphic at the right shows two buildings with 4 departments connected as a LAN.



WAN

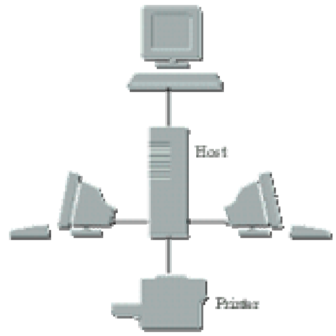
A **WAN** is a **Wide Area Network**, which would be all networks too large to be LANs. There doesn't seem to be a clear line between the two designations. A WAN would be most useful for large companies with offices or factories in widely separated areas, like Microsoft, IBM, Ford etc.



There are a number of ways that computers can be connected together to form **networks**. Each device in the network, whether it's a computer, printer, scanner, or whatever, is called a **node**.

Star

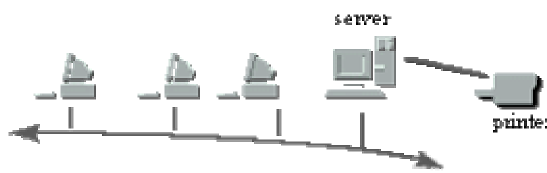
The **star** pattern connects everything to one **host**, which is the computer that handles the network tasks and holds the data. All communications between computers go through the host. This configuration is good for businesses that have large amounts of rapidly changing data, like banks and airline reservation offices.



Advantages:	Gives close control of data. Each PC sees all the data. User sees up-to-date data always. If a computer other than the host fails, no other computer is affected.
Disadvantages:	If host computer or its software goes down, the whole network is down.

Bus

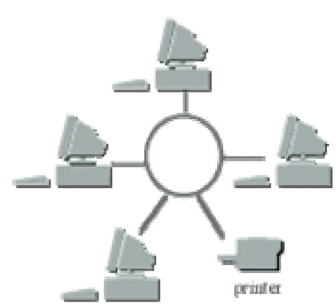
The **bus** pattern connects the computer to the same communications line. Communications goes both directions along the line. All the computers can communicate with each other without having to go through the server.



Advantages:	Any one computer or device being down does not affect the others.
Disadvantages:	Can't connect a large number of computers this way. It's physically difficult to run the one communications line over a whole building, for example.

Ring

The **ring** pattern connects the computers and other devices one to the other in a circle. There is no central host computer that holds all the data. Communication flows in one direction around the ring. This configuration is good when the processing of data can be done on the local PC.

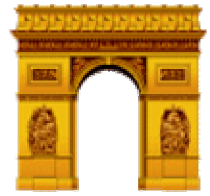


Advantages:	Requires less cabling and so is less expensive.
Disadvantages:	If one node goes down, it takes down the whole network.

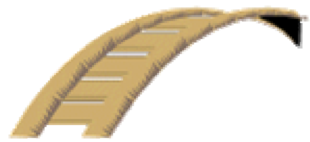
Connecting Networks

Networks can be connected to each other, too. There are difficulties in doing so, however. A combination of software and hardware must be used to do the job.

A **gateway** connects networks of different kinds, like connecting a network of PCs to a main frame network. This can be complex!



A **bridge** connects networks of the same type. This job is simple.



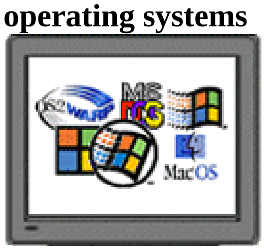
A **router** connects several networks. A router is smart enough to pick the right path for communications traffic. If there is a partial failure of the network, a router looks for an alternate route.



System Software

System software is a catch-all term for the programs that handle the running of your computer's hardware. The two main categories are:

operating systems



utility programs

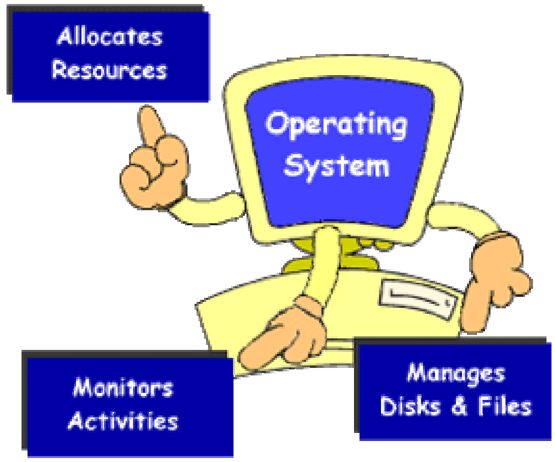


Operating Systems

Between the hardware and the application software lies the **operating system**. The operating system is a program that conducts the communication between the various pieces of hardware like the video card, sound card, printer, the motherboard and the applications.

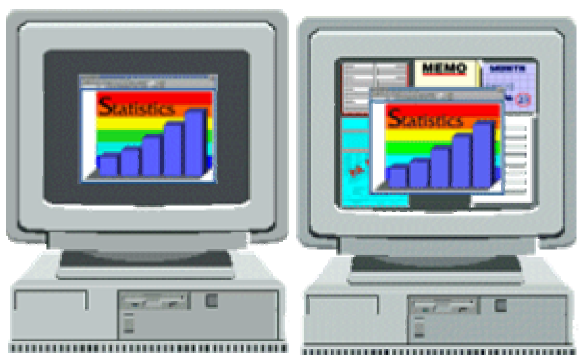


All operating systems must handle the same basic tasks. These functions can be divided into three groups:



There are two basic types of operating systems:

single program and **multitasking**.



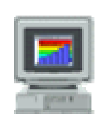
A **single program** operating system allows only **one program** to run at a time.

New operating systems were designed that allowed **multiple programs** to run at the same time.

Common Operating Systems

The winner in the PC market was **MS-DOS**, Microsoft's **Disk Operating System**, and its twin at IBM, PC-DOS, also written by Microsoft. Now it's hard to recall those days when each computer had its own unique operating system.





Windows 95 and **Windows 98** are actual operating systems on their own. The previous versions of Windows use DOS as the operating system and adding a graphical user interface which will do multitasking. But with Windows 95 Microsoft released an operating system that can take advantage of the 32-bit processors.

Windows Me (Windows Millennium Edition) is an upgrade of Windows 98, release date Sept. 14, 2000. The system resources required for this operating system are significantly higher than previous versions of Windows.

Windows NT (the NT apparently came from New Technology) is an operating system for client-server type networks. The latest version of NT has a user interface that is practically identical to Windows 95. Since Windows NT is designed for the higher demands of networks, it has higher demands itself for disk space and memory.

Windows 2000 is an upgrade of Windows NT rather than of Windows 98.

Windows XP is an upgrade to Windows 2000. It comes in two versions - Home and Professional. The Professional version contains all the features of the Home version plus more business features, like networking and security features.

Windows CE is for small devices like palmtop and handheld computers. Lite versions of a number of major applications are available to run on these devices. You can link your small computer to a regular one to synchronize documents and data.

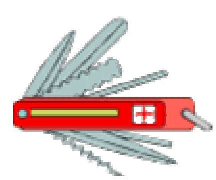
Apple Macintosh is a multitasking operating system that was the first graphical interface to achieve commercial success.

OS/2 is IBM's 32-bit operating system. This is a popular system for businesses with complex computer systems from IBM. It is powerful and has a nice graphical interface. Programs written for DOS and Windows can also run on this system. This system has never really caught on for PCs.

UNIX is an operating system developed by Bell Labs to handle complex scientific applications.

Linux is an operating system similar to UNIX that is becoming more and more popular. It is a open-source program created by Linus Torvalds at the University of Finland, starting in 1991.

Utility Programs perform tasks related to the maintaining of your computer's health - hardware or data. Some are included with the operating system. But someone always thinks they have a better version for you to buy. And they are frequently right!



Theory Exercise

Questions

1. The largest, fastest, most expensive type of computer is the _____.
2. The most commonly used input device is the _____.
3. The raw facts are called _____.
4. A mouse, trackball, and joystick are examples of _____.
5. The term multimedia refers to _____.
6. CPU stands for______.
7. ALU stands for _______.
8. The name of the location of a particular piece of data is its _____.
9. A megabyte is actually equal to ____ kilobytes.
10. RAM is __________ memory.
11. The clock rate of a processor is measured in ____.
12. When a computer prints a report, this output is called_____.
13. Output which is made up of pictures, sounds, and video is called_____.
14. A laser printer is an example of a _____ printer.
15. The most commonly used auxiliary storage device(s) is/ are _____.
16. A gigabyte is equal to _____.
17. Tape storage is primarily used for _____.
18. Twisted wire, coaxial cable, and microwave are types of transmission _____.
19. A modem is used to _____.
20. A LAN is a _____ network.

Practical Exercise-1

Topic: *Draw a block diagram of computer.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-2

Topic: *Identify the different input devices in the computer lab*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-3

__Topic:__ Identify the different output devices in computer lab.	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-4

Topic: *Identify the different section of motherboard.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-5

Topic: *Identify the storage devices in your computer lab.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Microsoft Windows 2000

Operating System:

An operating system acts as coordinator between a user and computer Hardware. Most familiar names are Disk Operating System (DOS), Linux, and Unix.

Introduction:

Microsoft's Windows 2000 is the program that governs all operations on your computer. Windows 2000 uses a graphical user interface (GUI) consisting of windows, menus, icons, and dialog boxes to help you tell your computer what to do. Windows 2000 presents options and commands to you, accepts your responses, and translates them into commands for the computer. Windows 2000 eliminates the need for you to remember and type complex commands that require exact syntax

Windows 2000 Features:

The following are some Windows 2000 features.

- Multi-tasking: Perhaps the greatest advantage of windows is the ability to have several programs and documents open at the same time. Having this capability to work quickly and efficiently, namely by not having to exit a program when you want to access information from another program. You can quickly switch among programs to activate the one you need to use. For example, you can have a word processing program, a database program, and an Internet browser open at the same time. With a few simple keystrokes, you can copy information from one program to another, without having to close any windows.
- Standard Menu System: Microsoft imposes strict formatting guidelines for Windows programs. All Windows 2000 programs must use a standard menu system. As a result, you will find the same menu system and similar choices in all Windows 2000 programs.
- Menu Commands: Commands are directions for the computer. When you invoke a command you are telling the computer to perform a specific task. In Windows 2000, you enter commands by choosing them from menus listed on your screen.
- Clipboard: The Clipboard is a temporary storage area. The Clipboard "holds" cut or copied information until you paste it or cut or copy new information. You use the clipboard whenever you move or copy information in one program to another program.
- Recycle Bin: Whenever you delete a folder or file from your computer, Windows places the item in the Recycle Bin. The Recycle Bin allows you

to retrieve items that you accidentally deleted or items you decided were important after all.

Log in on and Shut Down the computer

To start working with a Windows 2000 computer, you have to provide your identity details. This is done to protect your data from unauthorised access.

After a Windows 2000 computer is turned on, the Welcome to Windows screen is displayed. This screen is displayed on the computers that are connected to a network





By Pressing Alt + Ctrl + Del ------------- `

Login to the Network

If system is not connected to the network following dialogue Box will Appear.

`



Login to the Computer

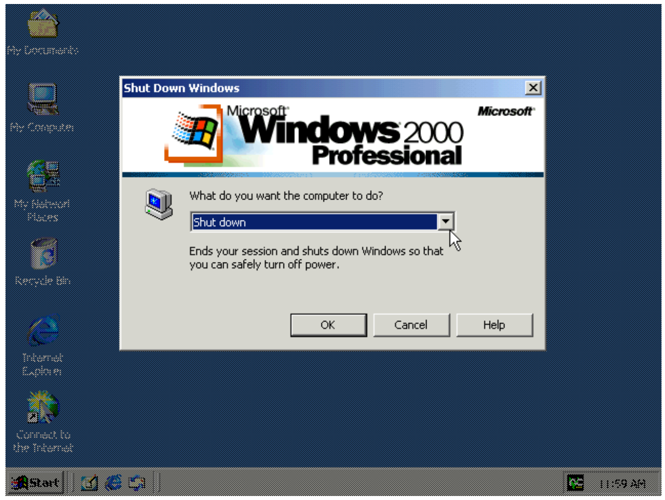
Option	Description
User Name	A unique user logon name that is assigned by an administrator. To log on to a domain with the user name, the user account must reside in the Directory.
Password	The password that is assigned to the user account. Users must enter a password to prove their identity. Passwords are case sensitive. The password appears in the Password box as asterisks (*) to protect it from onlookers. To prevent unauthorized access to resources and data, users must keep passwords secret.
Log On Using Dial-up Connection	A check box that appears when you click the Options button. It permits a user to connect to a domain server by using dial-up networking. Dial-up networking allows a user to log on and perform work from a remote location.
Shutdown	A button that appears when you click the Options button. It closes all files, saves all operating system data, and prepares the computer so that a user can safely turn it off.
Options	A button that toggles on and off the Log On To drop-down list, the Log On Using Dial-up Connection check box option, and the Shutdown button. See Figure 1.4.

Shut Down the Computer

Click

- **Start → Shut Down**





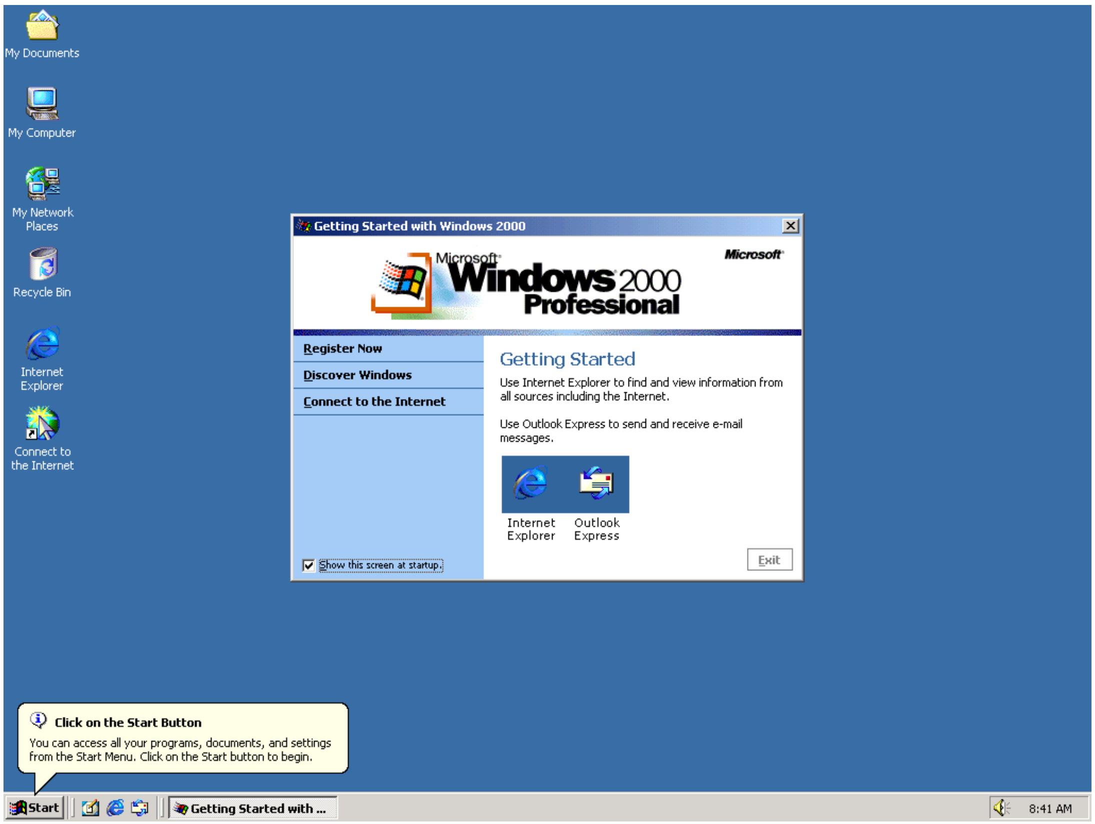
There are Four Options in the shut down dialogue Box.

1. **Log of :** This option will log of the current user and allow you to change the user.
2. **Shut Down :** This option will shut down the computer3
3. **Restart :** This option will restart the computer.
4. **Standby :** This option will standby the computer.

Select the option and click ok or click cancel to close this box.

Microsoft Windows 2000 Graphical User Interface

After you log onto a Windows 2000 computer, the Windows 2000 desktop is displayed on the screen. The Windows 2000 desktop has six components. Five of the six desktop components appear as icons, and the sixth component is a bar that is displayed at the bottom of the screen.



Windows 2000 Desktop

My Documents



The My Documents folder stores documents, pictures, and various types of files created by you on the computer. This folder is the default storage location for many programs in Windows 2000



My Computer

My Computer displays the resources available on your computer, such as the floppy disk drive, the CD-Rom drive, and the Hard disk drive and control panel etc.

Network Places



My Network Places displays the names of all the computers on the network to which you are connected. In addition, it displays the resources, such as printers, and servers, which are shared over the network by various users.

Recycle Bin



The Recycle Bin is used to display the objects, such as files and folders, which you have deleted from the computer. By default, when you delete an object, it is not permanently removed from the hard disk of the computer. Instead, it is stored in the Recycle Bin.

You can restore delete objects from the Recycle Bin. This gives you an opportunity to retrieve the files that have been deleted accidentally. Deleted objects can also be removed permanently from the Recycle Bin.

Internet Explorer



Internet Explorer connects a computer to the Internet and displays the pages on the World Wide Web (WWW). Internet Explorer can also be used to view information on the private network of an organization.

Taskbar



The Task display the list of programs in execution. It enables us to quickly switch among various running applications. The taskbar has the start button located on

the left side. Clicking the Start button displays the Start menu. You can start Windows 2000 programs, such as Paint, by using the Programs command on the start menu.

On the right of the taskbar is the status area that displays the systems time. In the area between the quick launch bar and the status area, the taskbar displays the programs that are currently running on the computer

Quick launch bar



The Quick launch bar to the right of the Start button provides a convenient area to start programs such as Internet Explorer and Outlook Express. You can add frequently used programs to the quick launch bar.

.

Using Windows Explorer

The most powerful tool for managing files in Windows is the **Windows Explorer**.

To start Windows Explorer, first **right-click** on the **Start** button.

OR Open My Computer and Right Click on a Drive or Folder and Select Explore.

Clicking on the Explore item opens **Windows Explorer**

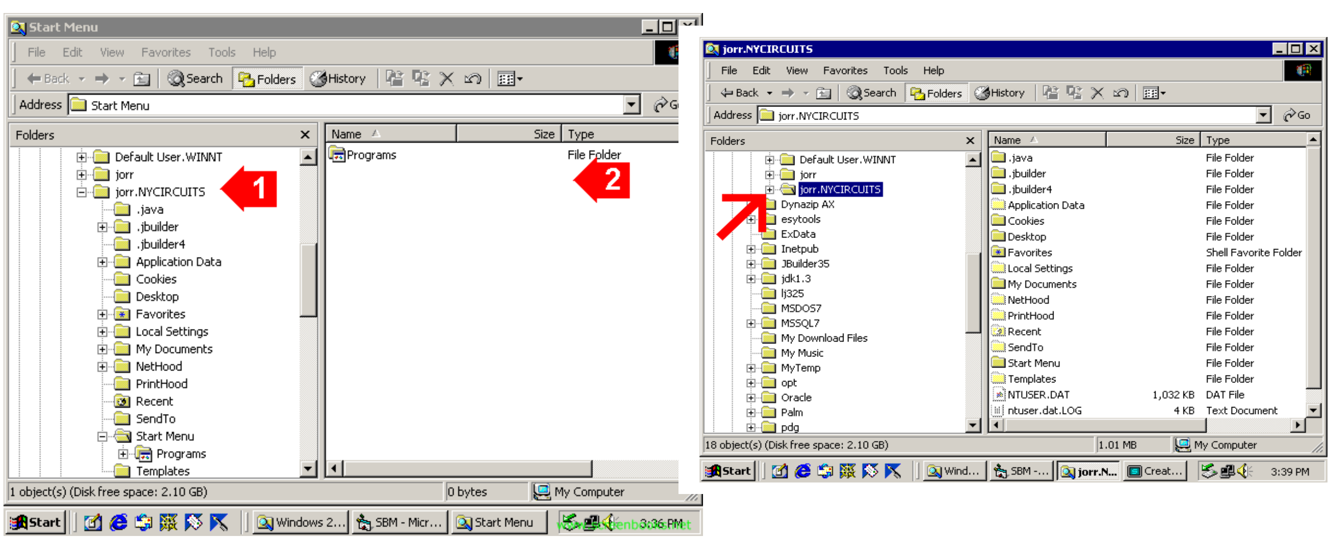
Windows Explorer is divided into two panes.

1. The left pane shows the folders on your machine, arranged in a tree structure.
2. The right pane shows the contents of whatever folder is selected in the left pan

A small square with a plus or minus sign is associated with each folder

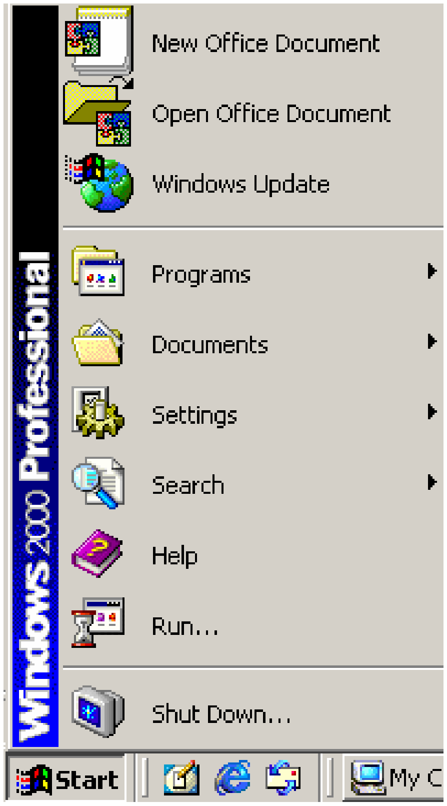
- **Minus** means that the folder has subfolders, and they are being shown (i.e., the node is **open**).
- **Plus** means that the folder has subfolders, and the subfolders are being hidden (i.e. the node is **closed**).

- Clicking on a minus sign closes the node. The minus sign changes into a plus sign.
- Clicking on a plus sign opens the node. The plus sign changes to a minus sign.



Exploring Start Menu

Click Start

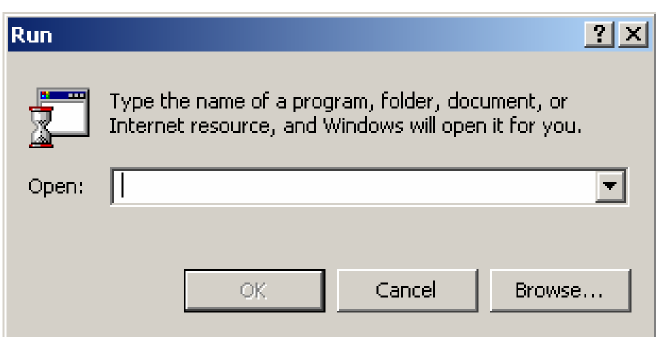


Click Start Button : To Open the Start Menu

Run :

This Option is used to start a program.

1. Click **Start** → **Run**.
2. In **Open**, type the location and name of the program you want to start.

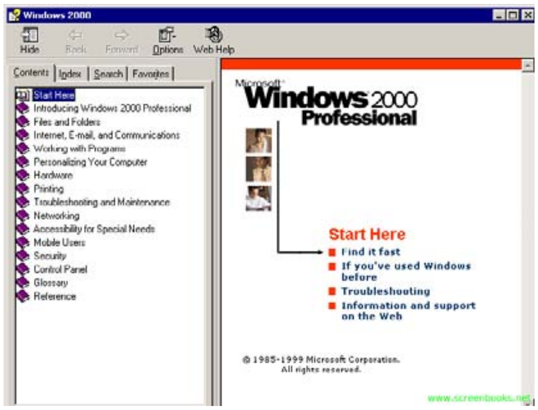


To select the location or name of the program, click **Browse**.

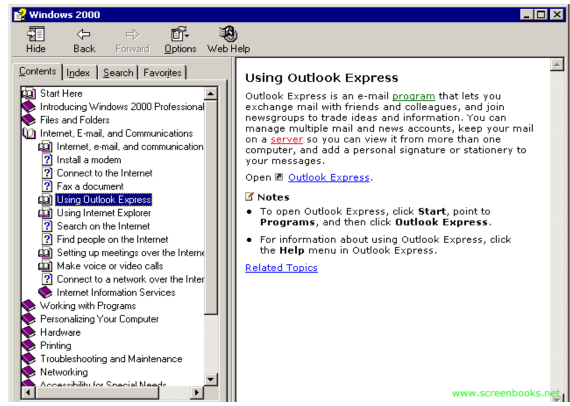
Help

- ➢ ***Click Start → Help***

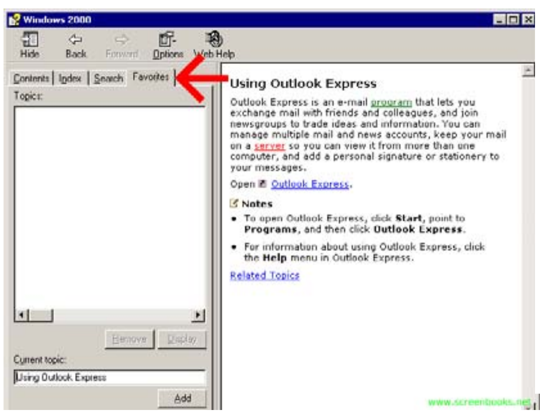
Help Window Appears



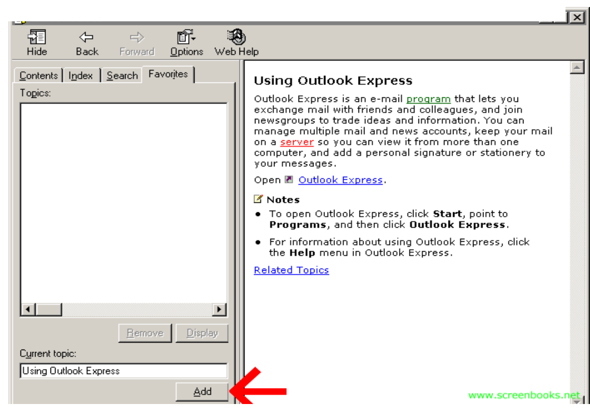
It has Two Sides . Left Side Displays Topics and right side Displays Details.



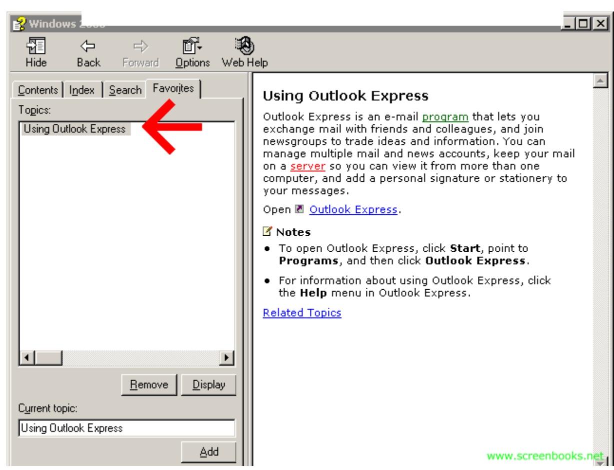
Help Book Marks



Adding a Book Mark



The Book Mark Added



To search for files or folders

- **Start→ Search→ Files or Folders**.

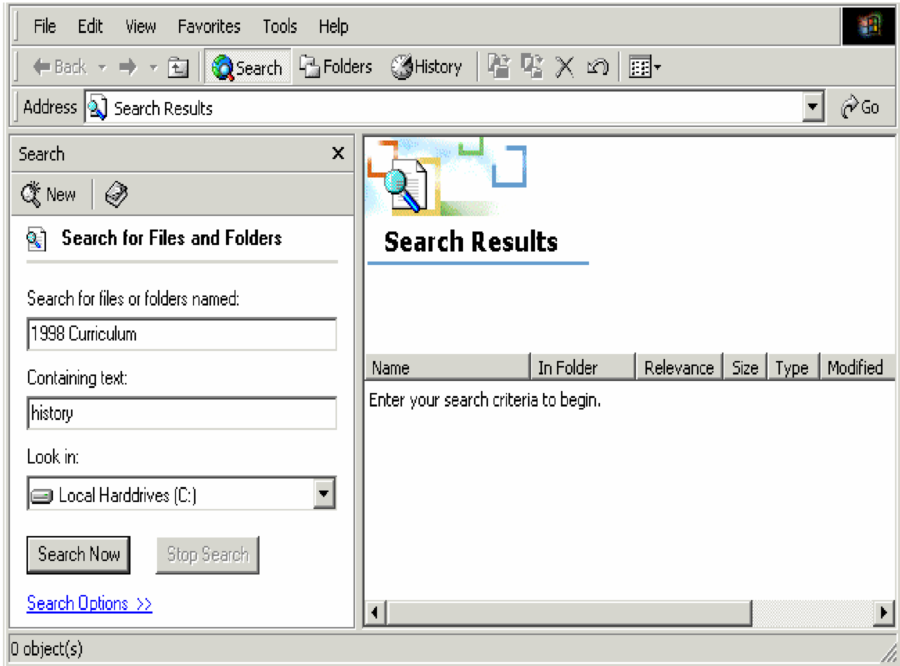
1. In the **Search for files or folders named** box, type all or part of the name of the file or folder you want to find. You can use an asterisk (*) as a wildcard character to represent one or more characters; for example, if you cannot remember the name of the file, but you know it is a Microsoft Word document, you can type **.doc*.

2. To search for specific text in a file, in the **Containing text** box, type the text you want to find.

3. In the **Look in** list, click the drive, folder, or network you want to search.

4. To specify additional search criteria, click **Search Options**, and then click one or more of the following options to narrow your search:

   - Click **Date** to look for files that were created or modified on or between specific dates.
   - Click **Type** to look for files of a specific type, such as a text or Microsoft WordPad document.
   - Click **Size** to look for files of a specific size.
   - Click **Advanced Options** to specify additional search criteria.

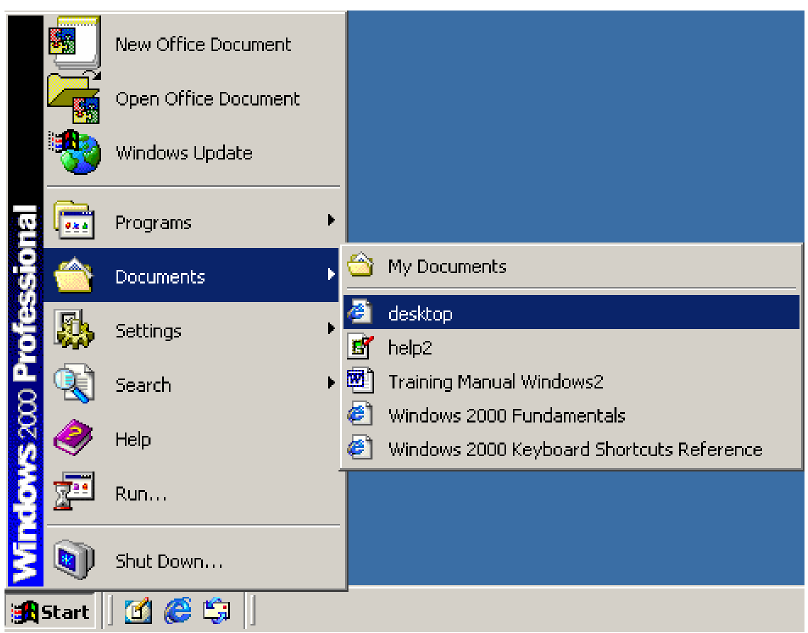


***Click** Search Now.*

Document Menu

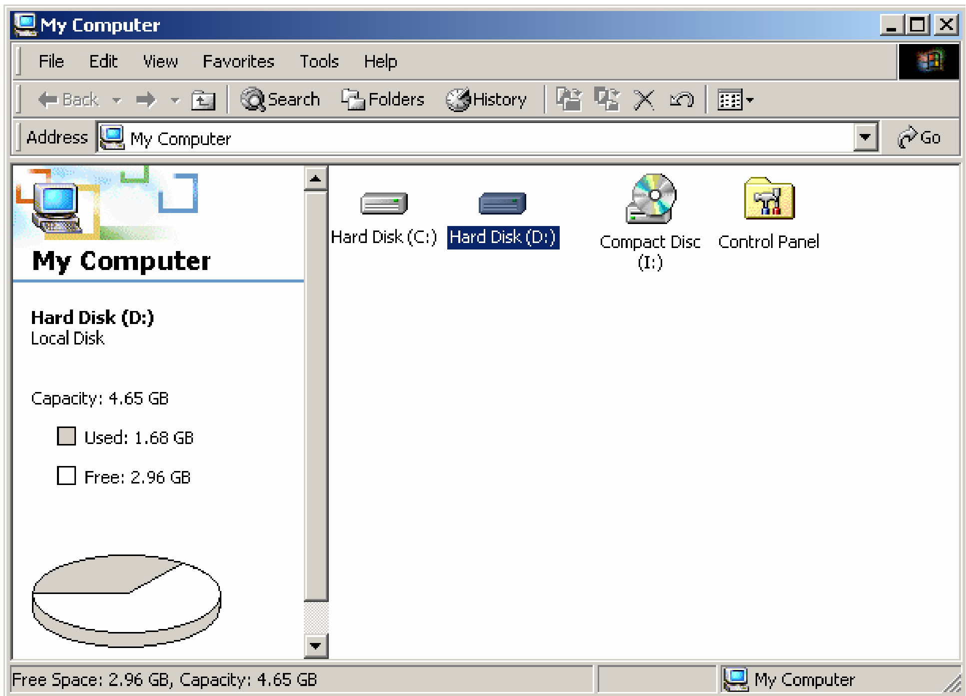
- Start → Documents

The Document menu contains the most recently used files. Click the file to open .

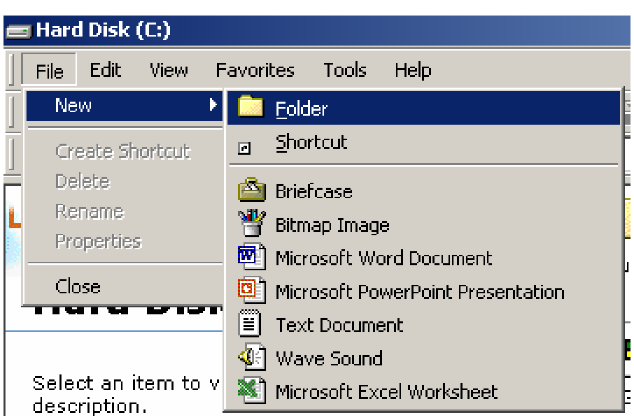


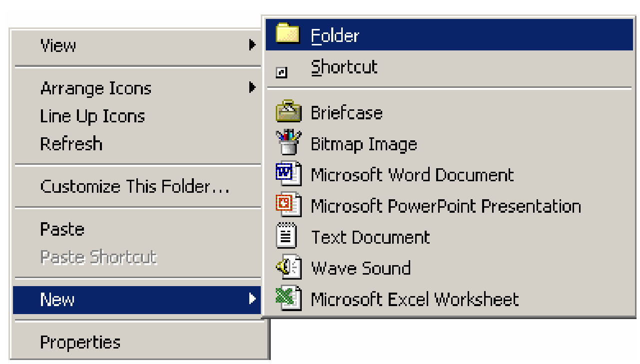
Creating Folders

Step – 1: Open My Computer By Double Clicking My Computer Icon on the desktop. +



- Open the disk where you want to create a folder.
- Open File menu → New → Folder OR Right click the mouse than select New → Folder
- A folder name New Folder will be created.
- Change the name of the folder.
-

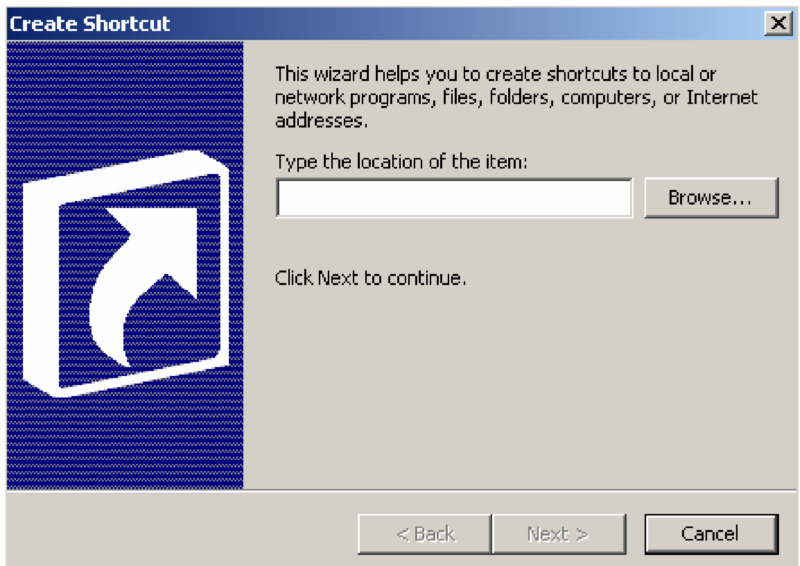




Creating Short Cuts

Short Cut is a program places on the desktop to quickly access a application. To create Short Cut

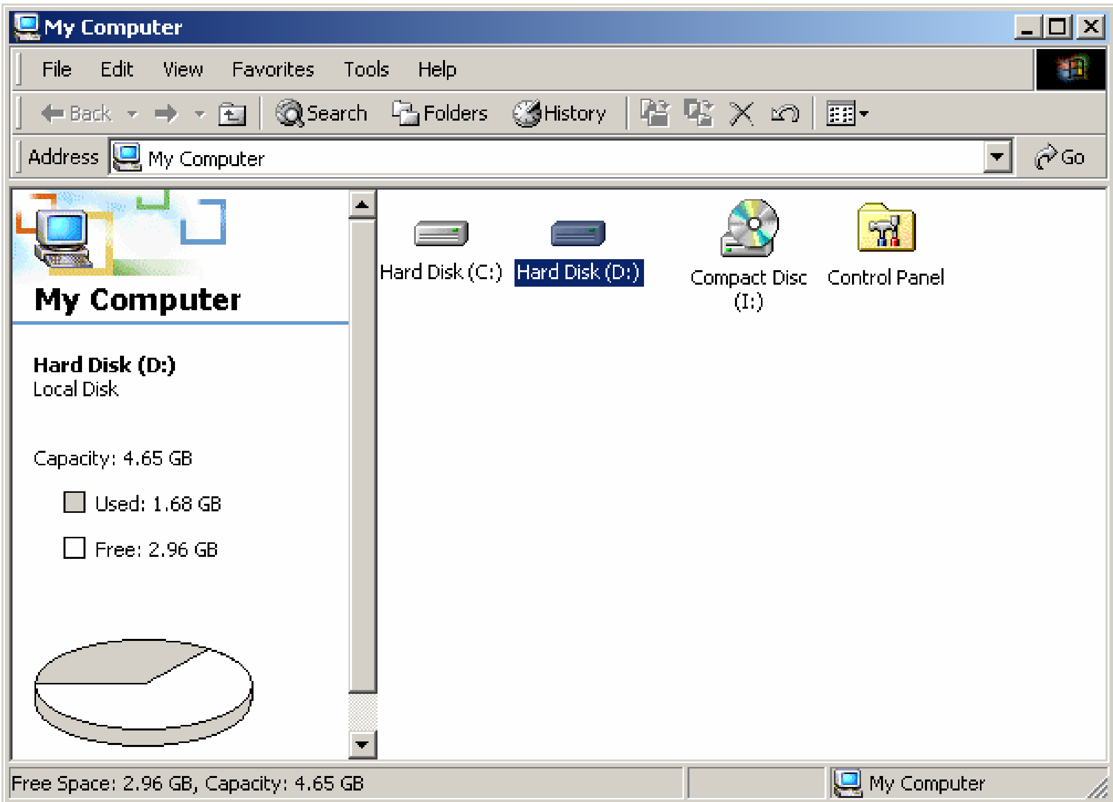
- Open My Computer .
- Open File menu → New → Shortcut OR Right click the mouse than select New → Shortcut
- A window will be open.



- Browse the program for which we want to create a short cut.
- Click next and than type the name for shortcut.
- Click finish. A Short cut will be created on desktop.

- **What is Window:**

Introduction:
A window is simply a framed region on the Desktop. Each window contains a different program or document. The number of windows which can appear on the Desktop depends on your computer's memory, the Windows program, the amount of memory your programs require, and the manner in which you choose to display them.



Types of Windows:
Windows 2000 uses two types of windows, program windows and document windows.

- Program Window: A computer program is a set of instructions that perform a specific task, such as word processing or data management. Each time you open a program, Windows 2000 opens a program window through which you enter commands for the program. The more programs you start, the more windows you open. As a result, you may have several program windows open on your Desktop at the same time. A program window might contain several document windows. You can only enter commands through a program window.

- Document Window: A document is any information you create with a program, such as a letter, spreadsheet, or database file. When you open or

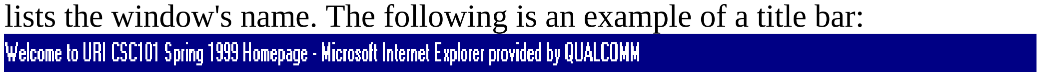
create a document in a program, you open a document window. Each document window contains a single document and always appears in the program window's work area. This type of window is sometimes referred to as a child window.

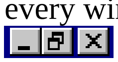
Window Elements:

Most windows contain a combination of the following elements:

- Window Borders: Window borders are the four edges that define a window.

- Control Menu: The control menu lets you move, close, or change the size of a window.


- Title Bar: The title bar is a horizontal bar directly below the window's top border between the Control-menu box and the resize buttons. The title bar lists the window's name. The following is an example of a title bar:


- Resize and Close Buttons: The resize and close buttons appear in the top, right corner of the window... From left to right they are the minimize, maximize and close buttons. These buttons appear as the following on every window:


- Menu Bar:

- 

- Work Area: Every window has a work area. What you do in the work area depends on the window. Generally, a window's work area holds information. For example, a program window's work area holds the document window.

- Icons: Icons are small, graphic representations of programs, drives, folders, and documents. When you activate an icon you start the program, open the document, or access the contents of the drive or folder. By default, the Recycle Bin icon is located on your desktop.

- Scroll Bar: A scroll bar is a bar along the right edge and/or bottom edge of a window that lets you scroll the contents of a window or list box to show information not currently visible on the screen. An example of a horizontal scroll bar is shown below:



- Status Bar: The status bar is a horizontal bar beneath a document window. It lists status information such as page number, date, time, or status of task. In Internet Explorer Communicator, your status bar should like similar to the following:

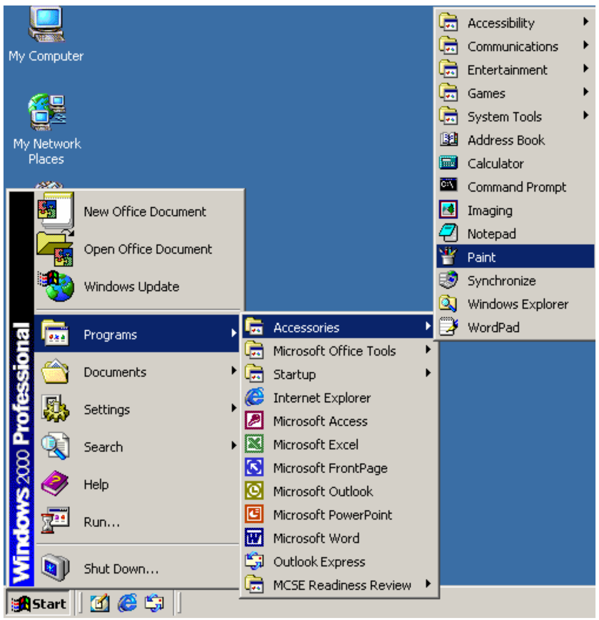


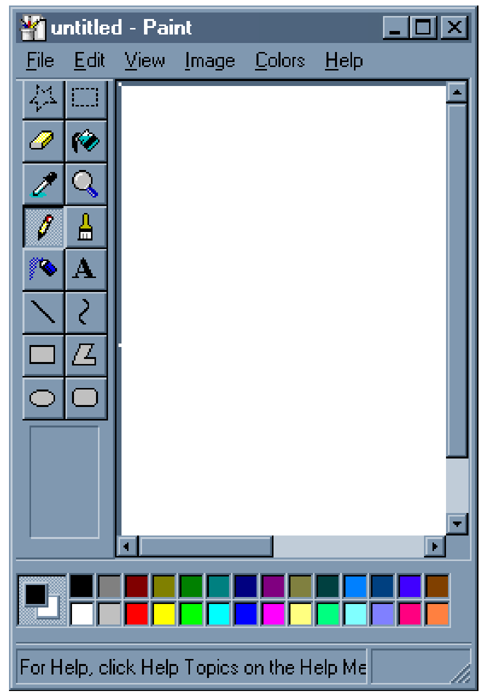
Ms Paint

Windows paint utility is an easy to use software package designed for creating and modifying images called bitmaps. It is easy to learn, yet has a full set of basic bitmaps drawing tools.

Starting MS Paint:

➢ Start → Programs→Accessories → Paint

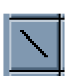




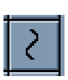
Ms Paint Window

Microsoft Paint : Tools

Line Tool

 The Straight Line tool is used to draw a line.

Curve Tool

 The Curve tool is used to draw a curve.

Eraser

 The Eraser tool is used to erase a object.

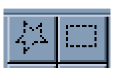
Eyedropper

 The eyedropper can be used to "pick up" colors that you’ve already used in an image.

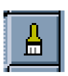
Fill Tool

 The fill tool applies color (or "paint") to a large area of the image.

The Selection Tools

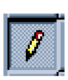
 These tools are used to select portions of the image you’re working with. These selections can then be moved around, copied, or edited without affecting the rest of the image.

Paint Brush Tool



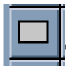
The Paint Brush tool is similar to the pencil, but has more features. It too can be used in different colors, but the shape and size of the Paint Brush can also be changed. You can use square, round, and slanted shaped brushes, of various sizes, selected in the Toolbar Options.

Pencil Tool

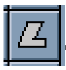


The Pencil tool is your basic drawing tool. You can draw in different colors, but other than that there are no other options. The pencil’s stroke is a single pixel wide, which makes it useful for working with fine details, but a poor choice for filling in large areas of the image with color.

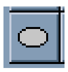
Rectangle

The Rectangle tool draws three types of rectangles, outline, filled with outline, and filled without outline.

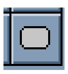
Polygon

The Polygon tool is used to draw a polygon.

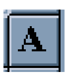
Oval

 The Oval Tool is used to draw a Oval.

Rounded Rectangle

 The Rounded Rectangle tool is used to draw a round corner Rectangle.

Text tool



The Text tool is used to position and enter text into your image

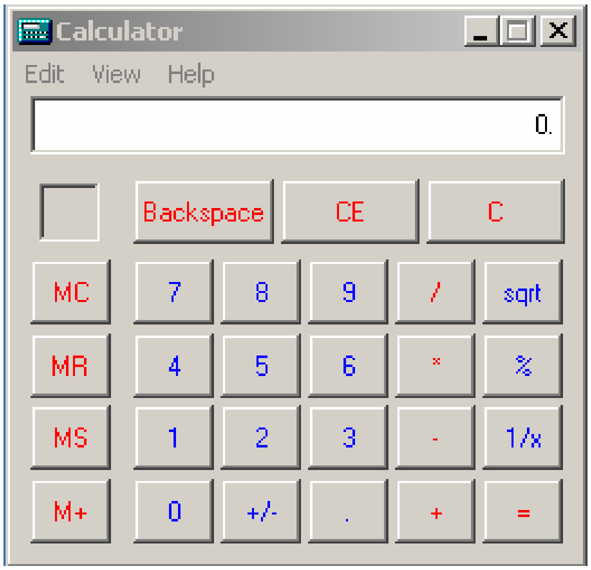
Magnifying Glass Tool



The Magnifying Glass, or Zoom tool, can be used to get a closer, more detailed view of an image.

Calculator

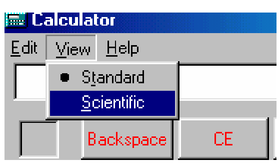
- ➢ Click Start→Programs→Accessories→Calculator

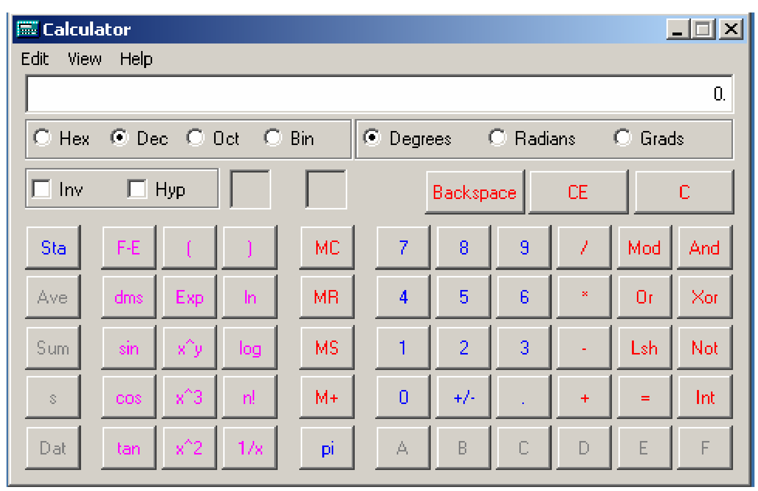


Standard Calculator

For Scientific calculations the Scientific Mode is available.

Open View Menu and than Select Scientific.





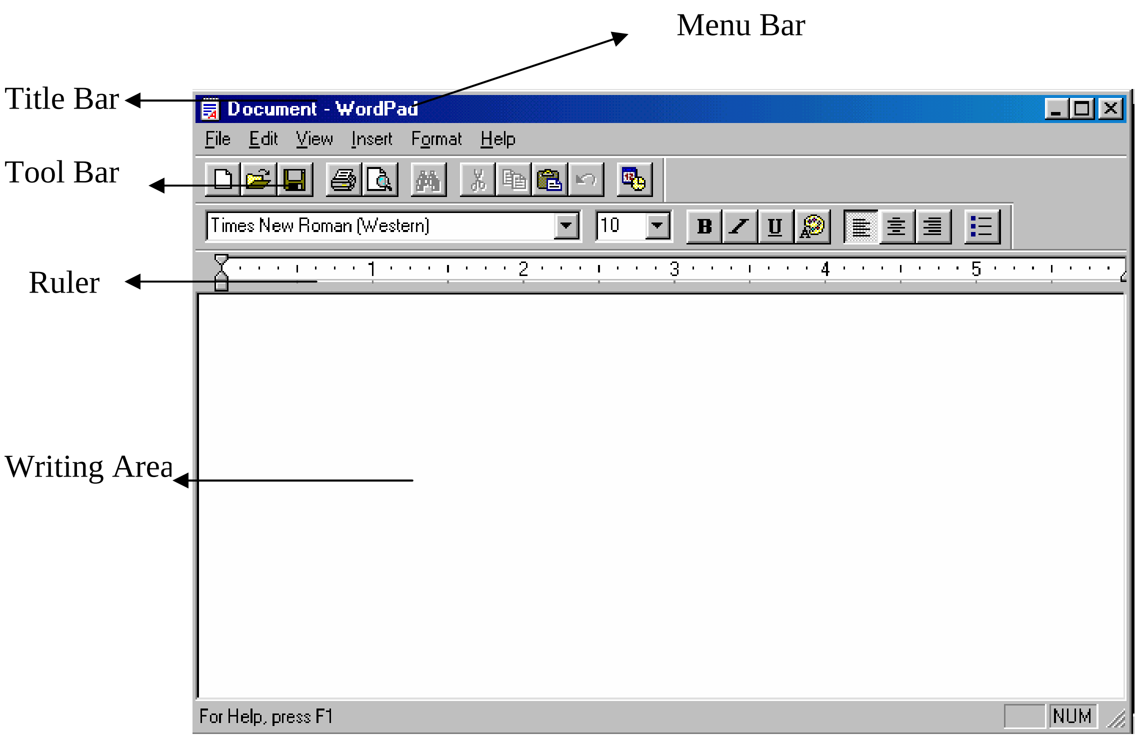
We can use the calculator program through mouse or by Number or Numeric keys on Keyboard.

Word Pad Program

Windows comes bundled with a basic text editing program called "WordPad." Word provides you with the essential features of Word processing. We can create, edit and format text.

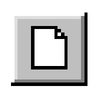
To start Word Pad

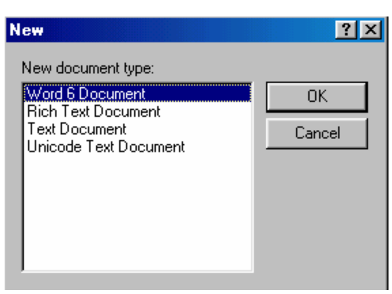
- Click Start→Programs→Accessories→WordPad



Word Pad Window

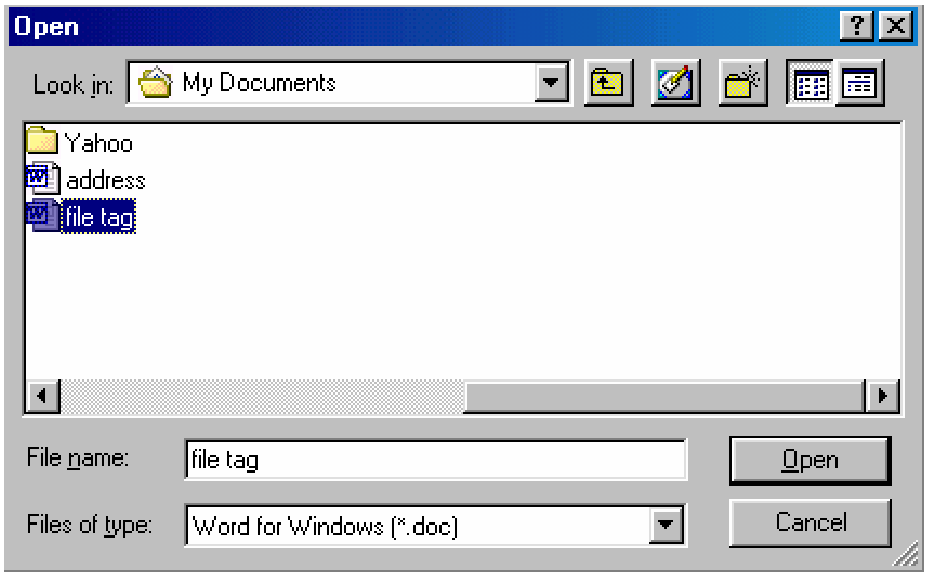
To create a new document

1. On the **File** menu, click **New** .or Press Ctrl + N or Click on 
2. Click the file type you want to create, click **OK** and then begin typing.

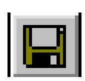


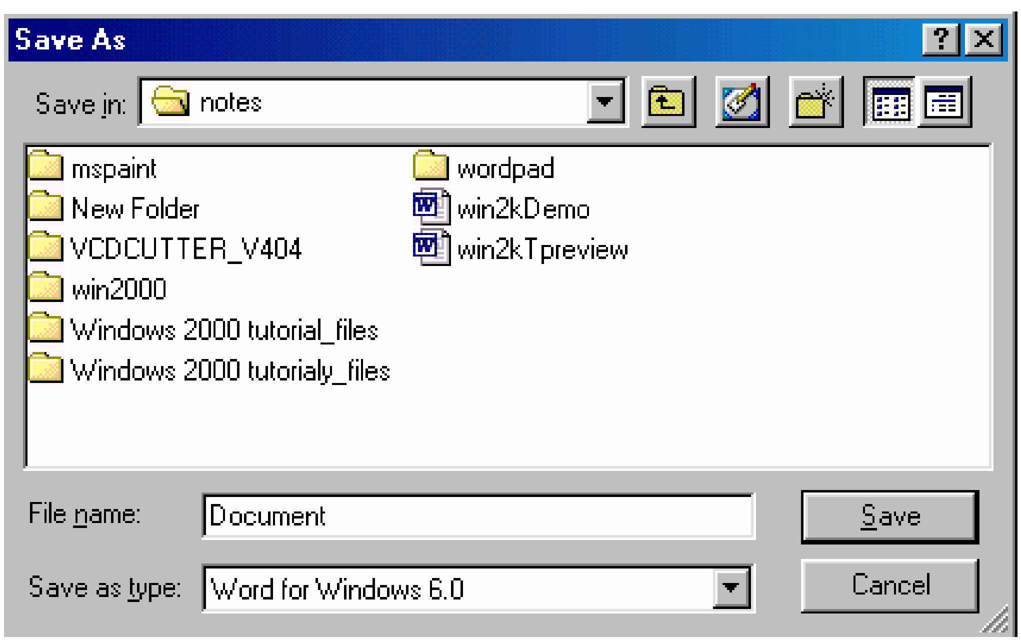
To open a document

1. On the **File** menu, click **Open** or Press Ctrl + O or Click on 
2. In **Look In**, click the drive that contains the document you want to open.
3. Double-click the folder that contains the document you want to open.
4. Click the document name, and then click **Open**.



Saving a Document

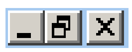
- Open File Menu and Click Save or CTRL + S or Click the Following Icon 



Theory Exercise

Questions

1. **Write small notes on the following.**
    1. Describe the various elements of Windows 2000. Desktop.
    2. Write a note on MS Paint.
    3. Write a note on Word Pad.
    4. Describe Various features of Windows 2000.
    5. Write a note on My Computer.
2. **Fill in the blanks.**

    1. Windows 2000 is a _____________________________.
    2. Recycle Bin is used to ___________________________.
    3. To Save a File in Word Pad ____________ short cut key is used.
    4. Windows 2000 is a ___________ Task operating system.
    5.  are ___________ __________ & ___________

Practical Exercise-1

Topic: Log on and shut down the computer.	Date:
Findings	
Trainee Signature	
Instructor’s Remarks	
Instructor’s Signature	

Practical Exercise-2

Topic: Run Ms Paint Program using Run from Start Menu.	Date:
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-3

Topic: Create a Folder "My Folder" in My Documents folder	Date:
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-4

Topic: Write a application using Word Pad and save it in the folder "My Folder".	Date:
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-5

Topic: Using Search option, Search a file having "DOC" extension.	Date:
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-6

Topic: Using Help option, search the key word “SAVE” and bookmark this.	Date:
Findings	
Trainee Signature	
Instructor’s Remarks	
Instructor’s Signature	

Practical Exercise-7

Topic: Create a shortcut of Ms Paint file on desktop.	Date:
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-8

Topic: Draw the Microsoft Windows Desktop using Ms Paint and name it different elements.	Date:
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Windows 2000 Glossary

Common Keyboard Shortcuts

Shortcut Keys	Function
ALT+- (ALT+hyphen)	Displays the Multiple Document Interface (MDI) child window's System menu.
ALT+ENTER	View properties for the selected item.
ALT+ESC	Cycle through items in the order they were opened.
ALT+F4	Close the active item, or quit the active program.
ALT+SPACEBAR	Display the System menu for the active window.
ALT+TAB	Switch between open items.
ALT+Underlined letter in a menu name	Display the corresponding menu.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
CTRL+A	Select all.
CTRL+B	Bold
CTRL+C	Copy.
CTRL+I	Italics
CTRL+O	Open an item.
CTRL+U	Underline
CTRL+V	Paste.
CTRL+X	Cut.
CTRL+Z	Undo.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
ESC	Cancel the current task.
F1	Displays Help
F2	Rename selected item.

F3	Search for a file or folder.
F4	Display the Address bar list in My Computer or Windows Explorer.
F5	Refresh the active window.
F6	Cycle through screen elements in a window or on the desktop.
F10	Activate the menu bar in the active program.
SHIFT+F10	Display the shortcut menu for the selected item.
CTRL+ESC	Display the Start menu.
SHIFT+CTRL+ESC	Launches Task Manager
Underlined letter in a command name on an open menu	Carry out the corresponding command.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
LEFT ARROW	Open the next menu to the left, or close a submenu.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

Dialog box keyboard shortcuts

Shortcut Keys	Function
CTRL+TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
TAB	Move forward through options.
SHIFT+TAB	Move backward through options.
ALT+Underlined letter	Carry out the corresponding command or select the corresponding option.
ENTER	Carry out the command for the active option or button.
SPACEBAR	Select or clear the check box if the active option is a check box.
Arrow keys	Select a button if the active option is a group of option buttons.
F1	Display Help.
F4	Display the items in the active list.
BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box.

Windows Explorer keyboard shortcuts

Shortcut Keys	Function
CTRL+PLUS on numeric keypad (+)	Automatically resize the columns in the right hand pane

END	Display the bottom of the active window.
HOME	Display the top of the active window.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all subfolders under the selected folder.
NUM LOCK+PLUS SIGN on numeric keypad (+)	Display the contents of the selected folder.
NUM LOCK+MINUS SIGN on numeric keypad (-)	Collapse the selected folder.
LEFT ARROW	Collapse current selection if it's expanded, or select parent folder.
RIGHT ARROW	Display current selection if it's collapsed, or select first subfolder.

Accessibility Options keyboard shortcuts

Shortcut Keys	Function
Right SHIFT for eight seconds	Switch FilterKeys on and off
Left ALT +left SHIFT +PRINT SCREEN	Switch High Contrast on and off
Left ALT +left SHIFT +NUM LOCK	Switch MouseKeys on and off
SHIFT five times	Switch StickyKeys on and off
NUM LOCK for five seconds	Switch ToggleKeys on and off

Help Viewer keyboard shortcuts

If your mouse is unavailable or if you prefer using your keyboard, you can use the following keyboard commands to navigate within the Help Viewer. To expand the headings below using the keyboard, press F6 to switch from the Help navigation pane to the topic pane. Press TAB to select the desired keyboard shortcut heading, and then press ENTER to expand the listing.

Shortcut Keys	Function
ALT+SPACEBAR	Display the system menu.
SHIFT+F10	Display the Help Viewer shortcut menu.
ALT+TAB	Switch between the Help Viewer and other open windows.
ALT+O	Display the Options menu.

ALT+O, and then press T	Hide or show the navigation pane.
CTRL+TAB	Switch to the next tab in the navigation pane.
CTRL+SHIFT+TAB	Switch to the previous tab in the navigation pane.
UP ARROW	Move up one topic in the table of contents, index, or search results list.
DOWN ARROW	Move down one topic in the table of contents, index, or search results list.
PAGE UP	Move up one page in the table of contents, index, or search results list.
PAGE DOWN	Move down one page in the table of contents, index, or search results list.
F6	Switch focus between the navigation pane and the topic pane.
ALT+O, and then press R	Refresh the topic that appears in the topic pane.
UP ARROW or DOWN ARROW	Scroll through a topic.
CTRL+HOME	Move to the beginning of a topic.
CTRL+END	Move to the end of a topic.
CTRL+A	Highlight all text in the topic pane.
ALT+O, and then press P	Print a topic.
ALT+O, and then press B	Move back to the previously viewed topic.
ALT+O, and then press F	Move forward to the next (previously viewed) topic.
ALT+F4	Close the Help Viewer.

Contents tab keyboard shortcuts

Shortcut Keys	Function
ALT+C	Display the Contents tab.
RIGHT ARROW	Open a book.
LEFT ARROW	Close a book.
BACKSPACE	Return to the previous open book.
UP ARROW or DOWN ARROW	Select a topic.
ENTER	Display the selected topic.

Index tab keyboard shortcuts

Shortcut Keys	Function
ALT+N	Display the Index tab.
UP ARROW or DOWN ARROW	Select a keyword in the list.
ALT+D or ENTER	Display the associated topic.

Search tab keyboard shortcuts

Shortcut Keys	Function
ALT+S	Display the Search tab.
ALT+L	Start a search.
ALT+D or ENTER	Display the selected topic.

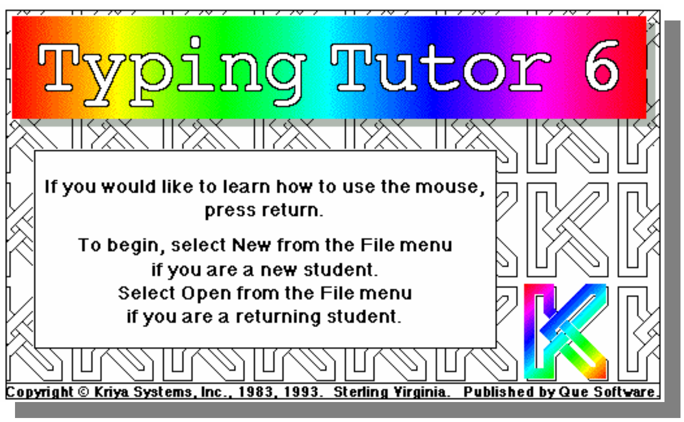
Favorites tab keyboard shortcuts

Shortcut Keys	Function
ALT+I	Display the Favorites tab.
ALT+A	Add a topic to the Topics list.
ALT+P	Select a topic in the Topics list.
ALT+R	Remove a topic from the Topics list.
ALT+D	Display a topic from the Topics list.

TYPING TUTOR

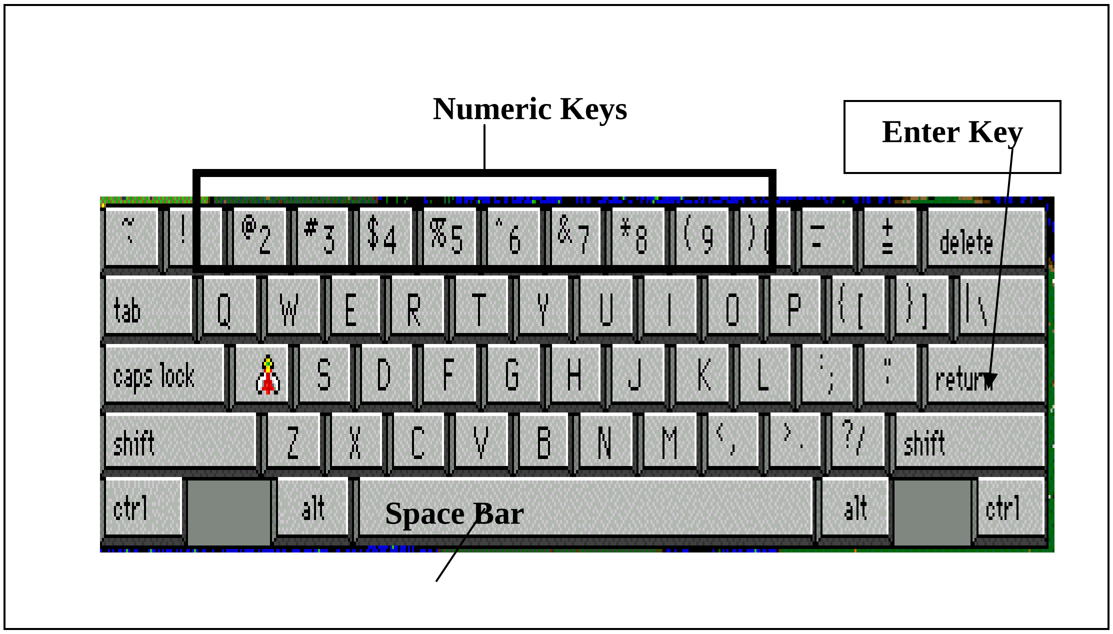
Typing is another important skill that drives you to a good start in job market and that gives you an edge over the competitors. For typing Improvement you must work hard to get the advantage your start may not be good but after regular practice lesson in lab you will get skilled. Minimum acceptable typing speed hat any of employer can afford is around 40-50 (WPM) words per minute.

Start typing tutor through a shortcut available on desktop or in program menu options on start button, you will see the first screen like this.

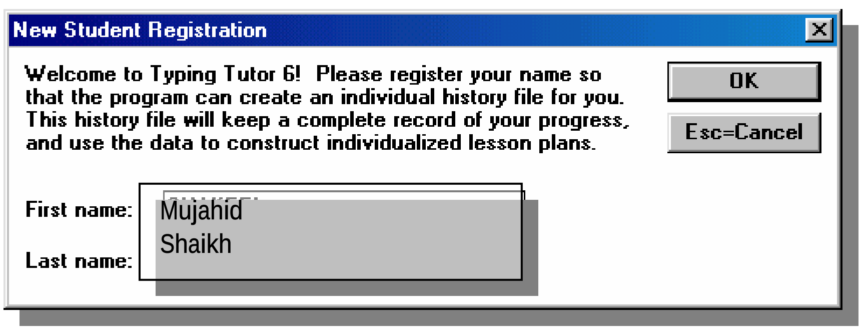


Before you start with the typing lessons, have a careful look to the keyboard attached with you PC (personal Computer)

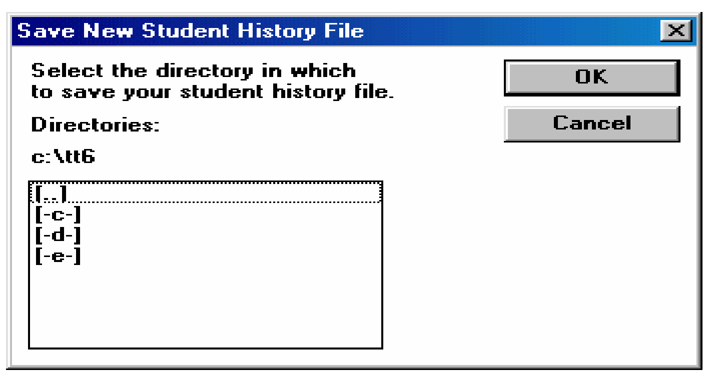
You will notice different buttons on that, some are single labeled some are double labeled On this keyboard you can easily see different keys, in very first row you can see numeric (Number) keys with different other symbols on them. There are also different other keys like alphabets & special keys like Ctrl Alt and off course a long key named Space bar



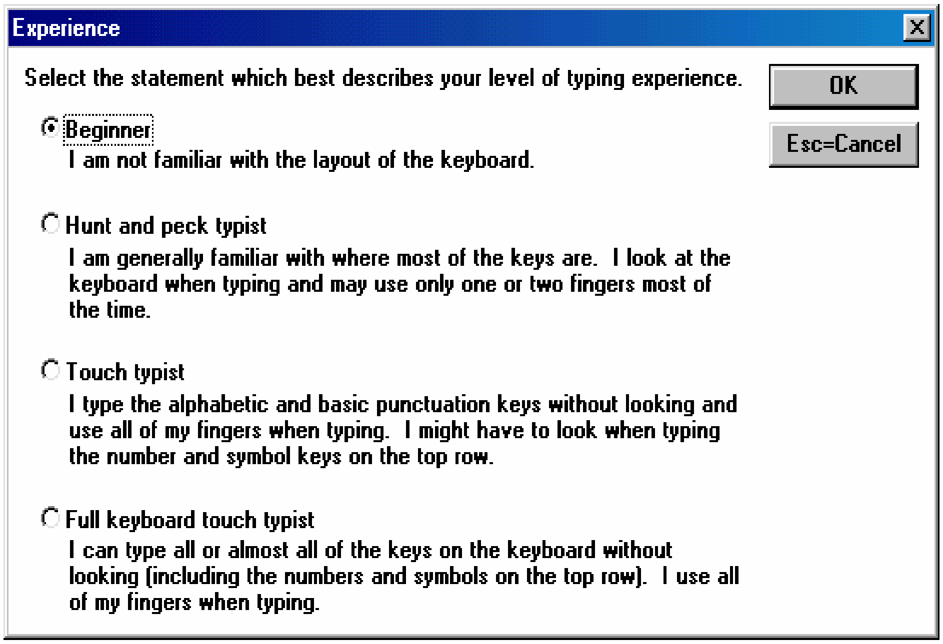
The second screen of typing tutor will ask you to enter your name, Your name then will be saved in a folder on a drive for you typing record keeping



After this you will be asked to select a drive for typing tutor history file for users like this

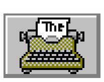


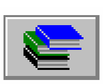
Then you will select the level for you typing skills, ask your instructor to help you while you select option, as you are new to computer operation, ask him also to let you know the usage of mouse, you better make a practice session for both keyboard and mouse to et familiar with all these sort of device before you make you way into computers

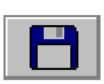


Button Bar

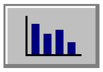
Beneath the suggestion box are ten buttons with small pictures in them. This area is the button bar. The buttons are shortcuts to actions you can select from the menu bar. Each button is described below.


Regular lesson - starts a regular lesson just as if Regular had been selected from the Lessons menu.

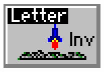

Book lesson - starts a book lesson just as if Book had been selected from the Lessons menu.


Disk lesson - starts a disk lesson just as if Disk had been selected from the Lessons menu.


Report - displays a keyboard overall report just as if you had selected Report from the Progress menu and chosen Keyboard overall.



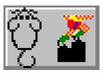
Graph - Displays a speed graph just as if you had selected Speed Graph from the Progress menu and chosen Keyboard overall.



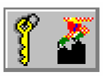
Letter Invaders - starts a game of Letter Invaders just as if you had selected Letter Invaders from the Games menu.



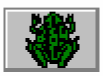
Mouse Invaders - starts a game of Mouse Invaders just as if you had selected Mouse Invaders from the Games menu.



Mouserobics - starts a game of Mouserobics just as if you had selected Mouserobics from the Games menu.

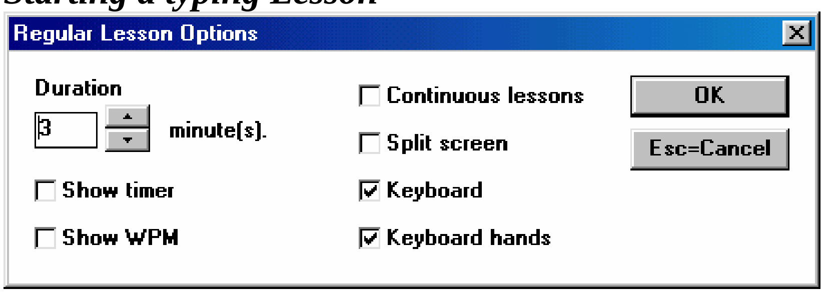


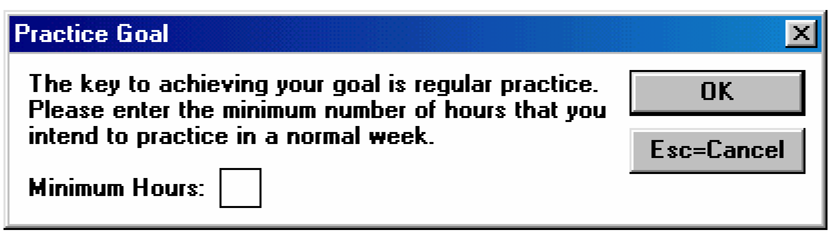
Keyrobics - starts a game of Keyrobics just as if you had selected Keyrobics from the Games menu.



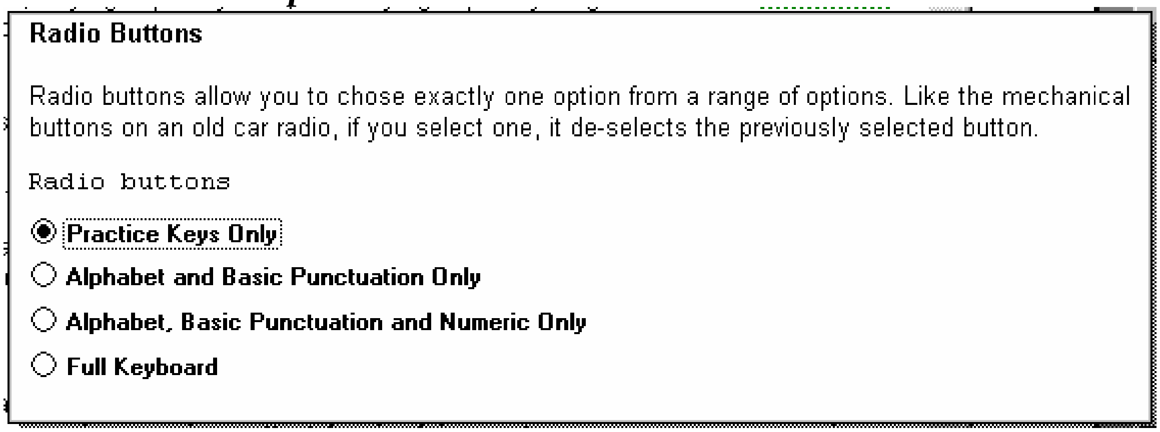
RRiibbit - starts a game of RRiibbit just as if you had selected RRiibbit from the Games menu.

Starting a typing Lesson





Lesson and Test Options



When you start a lesson or a test, Typing Tutor displays a dialog box that allows you to set the following options:

Duration

Enter a number here for the number of minutes you would like the lesson or test to last. You can also click on the buttons beside the Duration field to increase or decrease the time. Duration is not necessary for a continuous lesson.

Continuous lessons

This allows you to practice as long as you like in a single lesson. When you are done, just close the lesson window. This option is not available for tests.

Show timer

When this item is selected Typing Tutor will display a timer in a small window during the lesson or test. If you are taking a test or a timed lesson, the timer will count down the number of minutes and seconds left. If you are taking a continuous lesson, the timer will show the number of minutes and seconds since the lesson began.

Show WPM

When this item is selected Typing Tutor will display your average typing speed in words-per-minute over the course of the lesson or test. The display is updated every few seconds, so you can see how well you're doing.

Split screen

With split screen, you can separate the source typing material from what you type into two separate windows. This is like many real world typing situations where you are looking at a document to be typed rather than what you are typing.

Keyboard

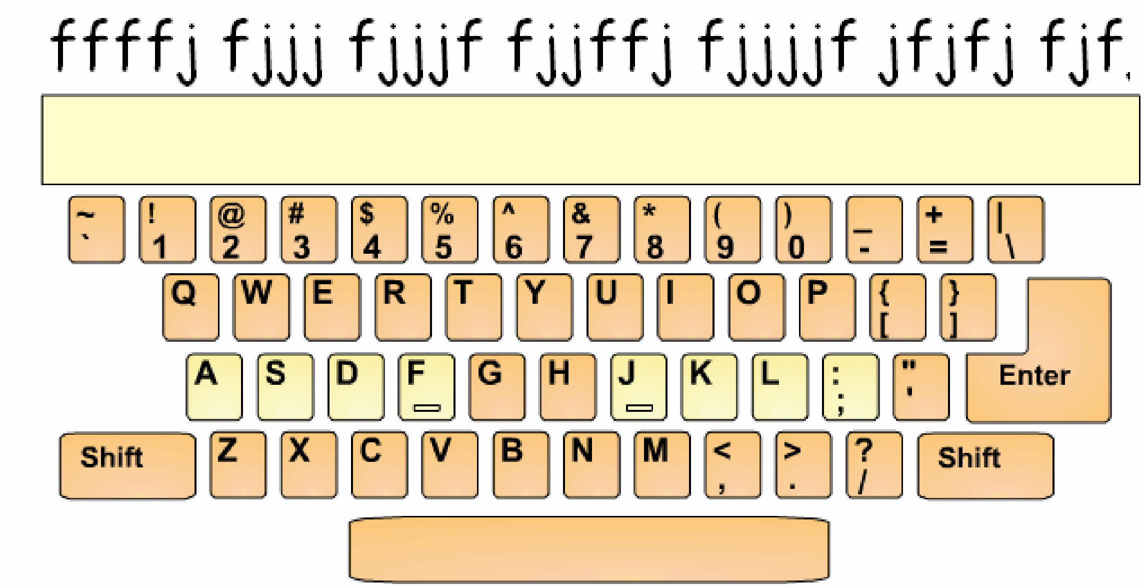
Clicking on this check box will bring up a visual display of the keyboard while you are typing. The next key to be typed is always highlighted.

Keyboard hands

When you have selected the Keyboard option, you can also have a display of hands showing correct finger positioning for the next key to be typed.

Typing Tutor remembers how you last set these options and saves that information in your personal history file, so you don't have to reset them every time you take a lesson or test. Ask your instructor to give you an initial lecture on how to place your hands or fingers over the keyboard to get good skills.

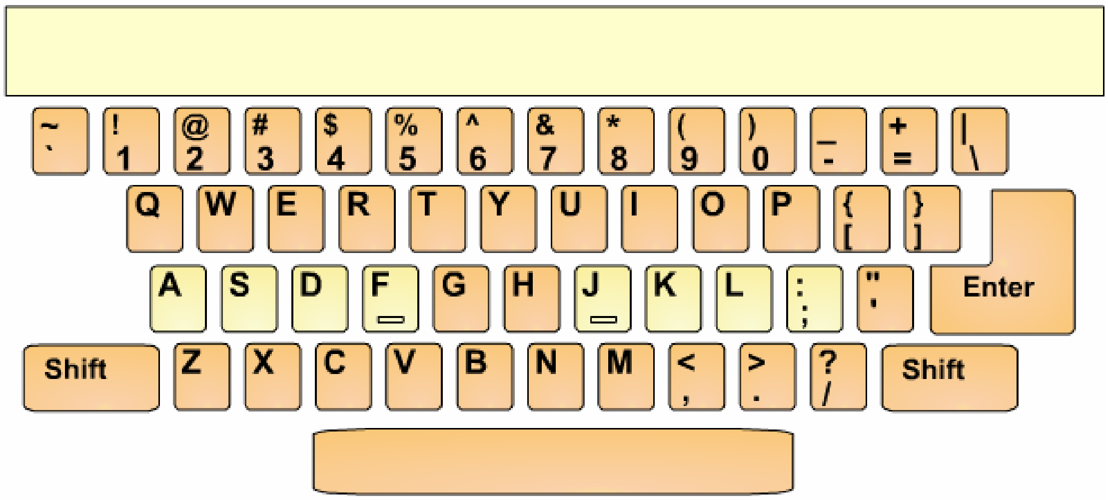
Practical Exercise-1

Topic: Practice the following typing lesson.	*Date:*
	
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-2

Topic: Practice the following typing lesson.	*Date:*

fdj kjff fjdd fk jfjdk kddf jjjdjf fd



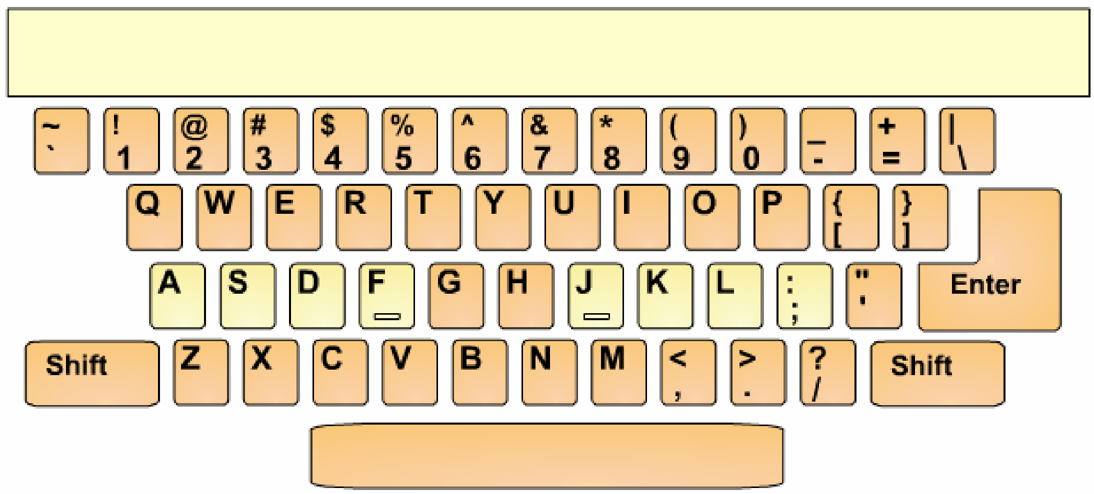
Findings

Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-3

Topic: Practice the following typing lesson.	*Date:*

lkl fsj fkjljl sdssjk fddk dfdsjl jdfdl



Findings

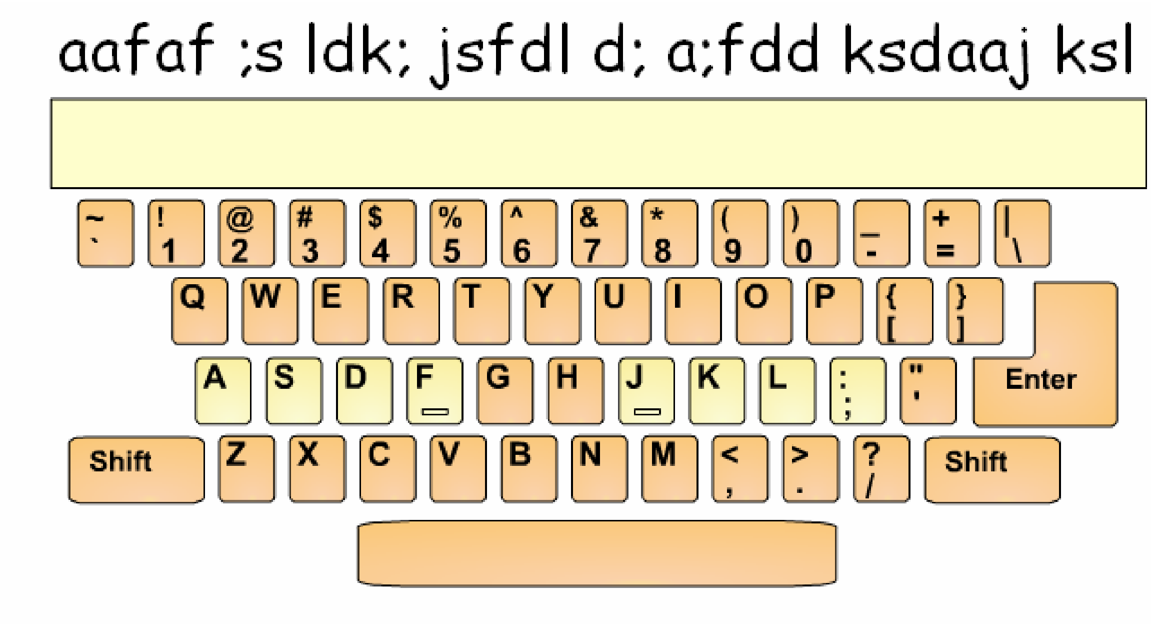
Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-4

Topic: Practice the following typing lesson.	*Date:*



Findings

Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-5

Topic: Practice the following typing lesson.	*Date:*



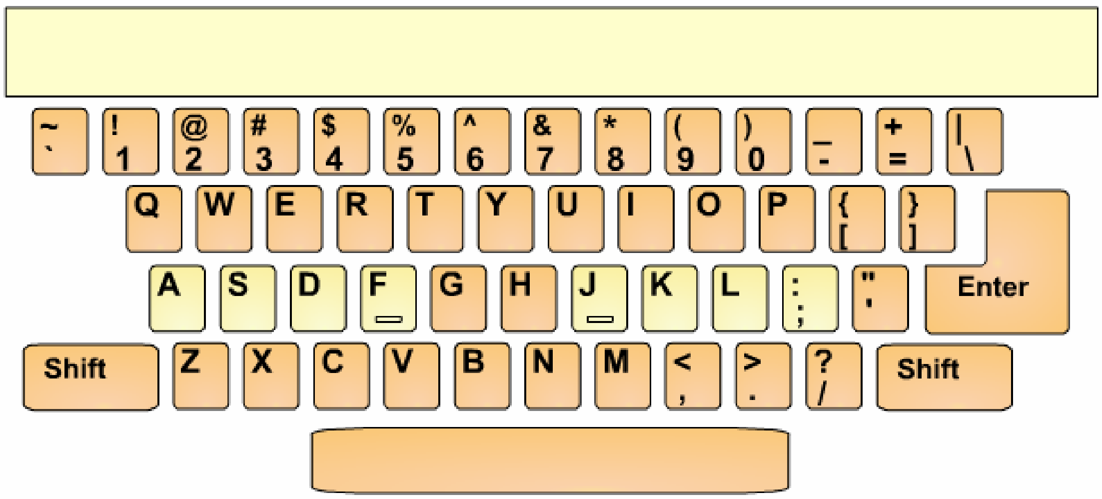
Findings

Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-6

Topic: Practice the following typing lesson.	*Date:*

gslff agatts gj kkgtgt aks gj ;;lhf kgl



Findings

Trainee Signature

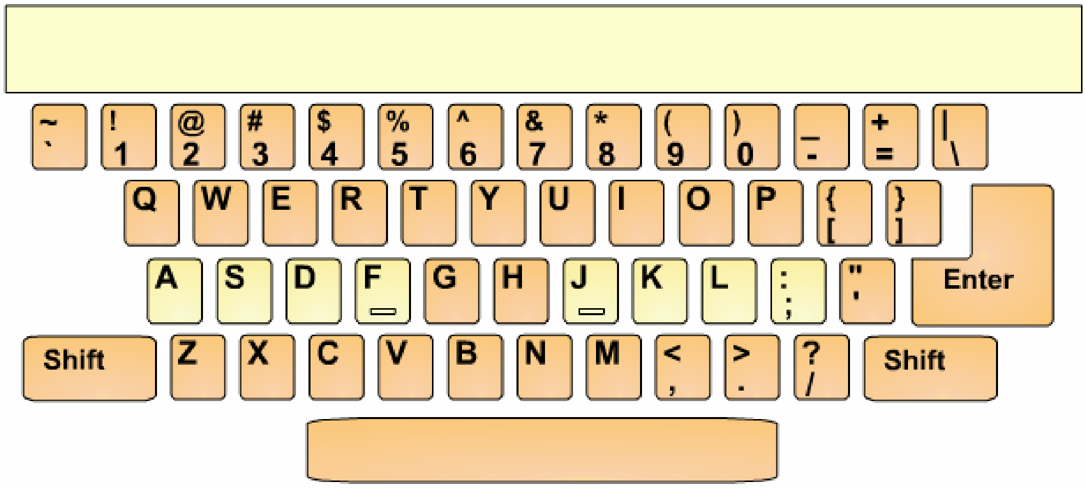
Instructor's Remarks

Instructor's Signature

Practical Exercise-7

Topic: Practice the following typing lesson.	*Date:*

tbfa ts jst b;al bgayj fbba gdjh ydgg



Findings

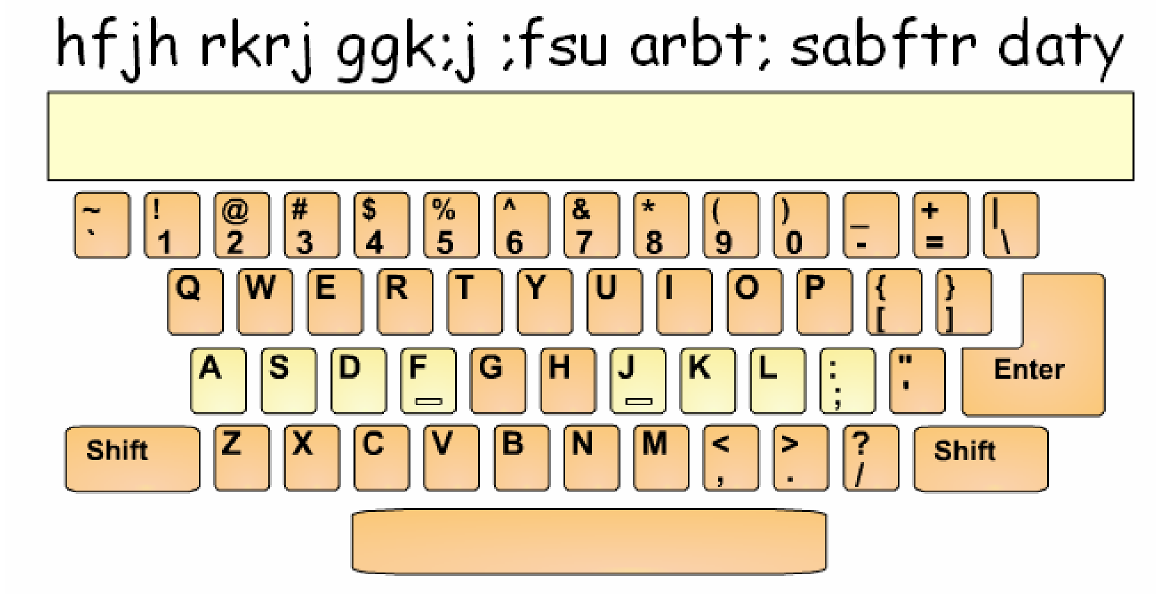
Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-8

Topic: Practice the following typing lesson.	*Date:*



Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-9

Topic: Practice the following typing lesson.	*Date:*



Findings

Trainee Signature

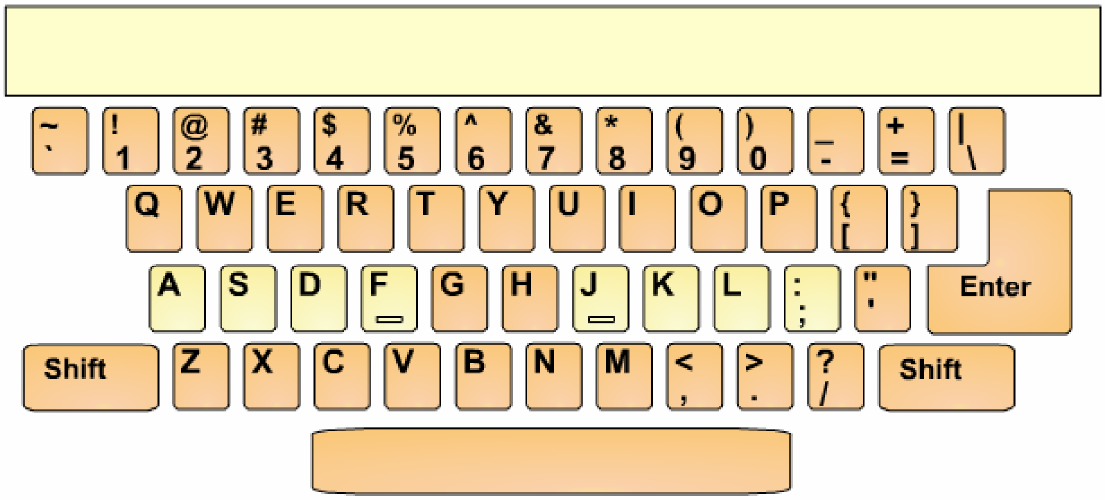
Instructor's Remarks

Instructor's Signature

Practical Exercise-10

Topic: Practice the following typing lesson.	*Date:*

ubesjl rskfv fk lihugf ;gbnb ygi;i ager



Findings

Trainee Signature

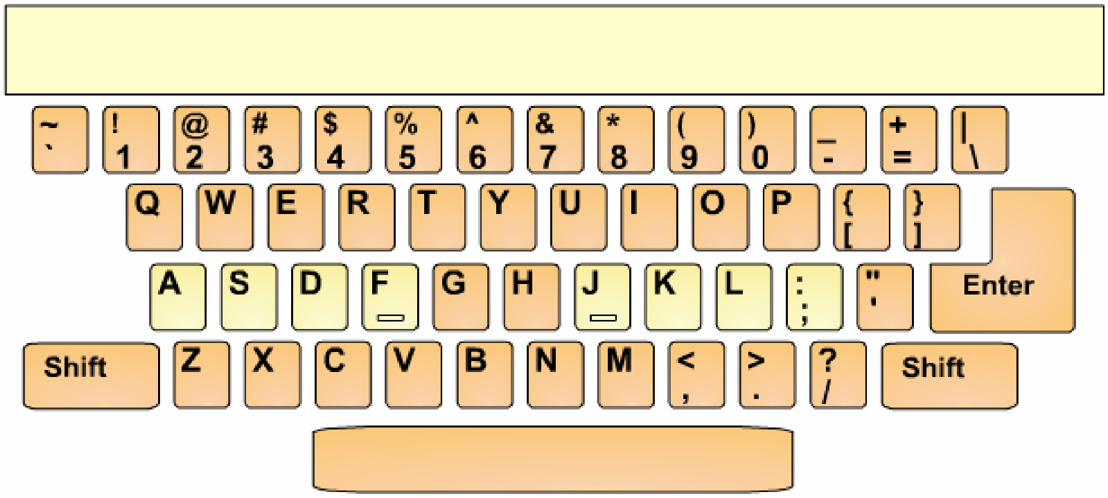
Instructor's Remarks

Instructor's Signature

Practical Exercise-11

Topic: Practice the following typing lesson.	*Date:*

t;uick fbje ntdu nc kyua ;eiuf iehhl vr



Findings

Trainee Signature

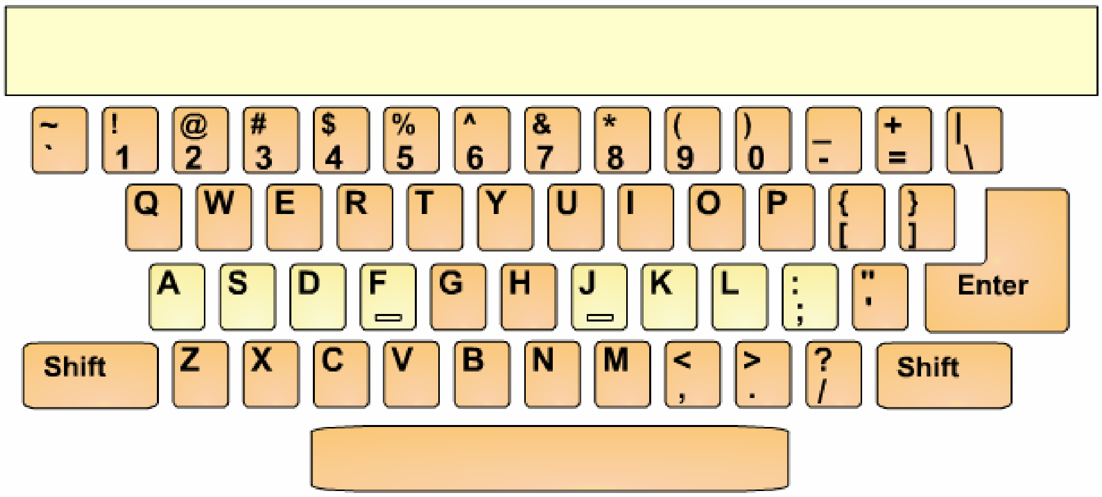
Instructor’s Remarks

Instructor’s Signature

Practical Exercise-12

Topic: Practice the following typing lesson.	*Date:*

cmeie ol brkk buf ru vy vr;hwm lg,on,



Findings

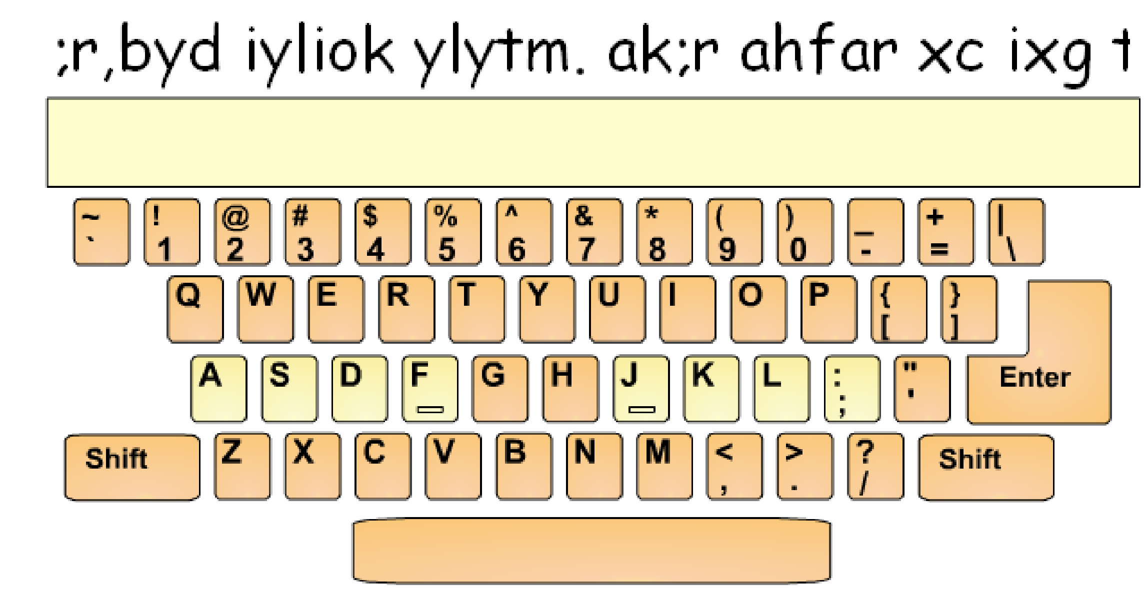
Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-13

Topic: Practice the following typing lesson.	*Date:*



Findings

Trainee Signature

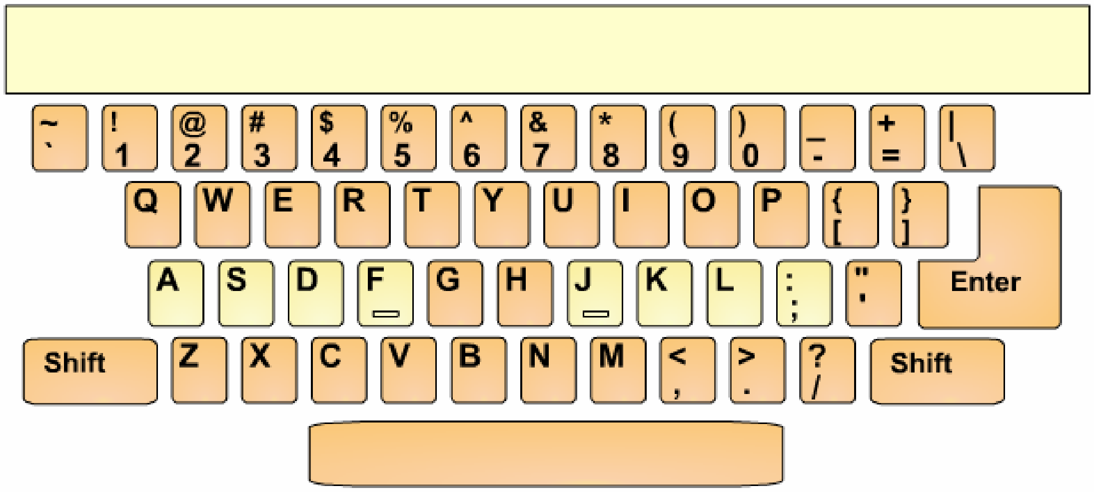
Instructor's Remarks

Instructor's Signature

Practical Exercise-14

Topic: Practice the following typing lesson.	*Date:*

,tqgp fy uuelkp isgu kmbw dyndbu pv



Findings

Trainee Signature

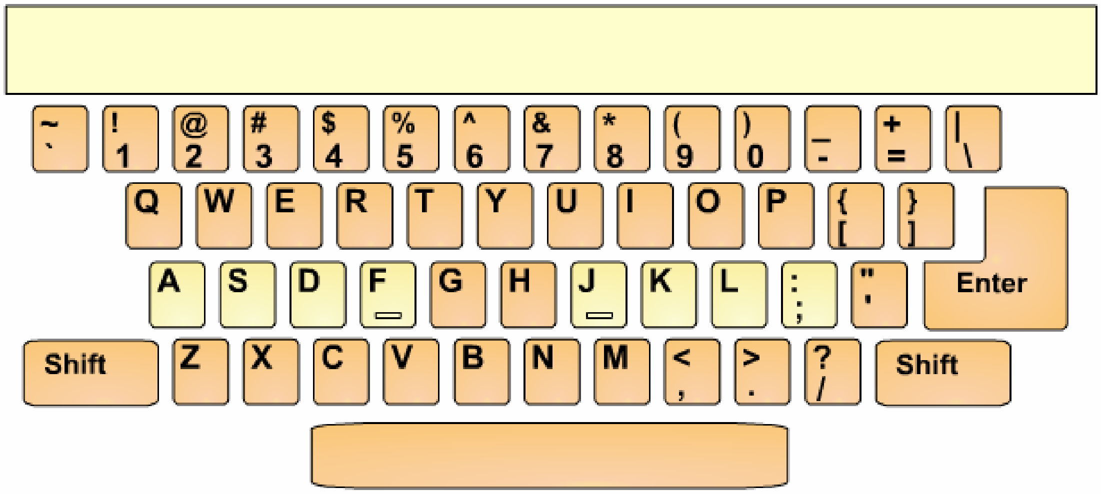
Instructor's Remarks

Instructor's Signature

Practical Exercise-15

Topic: Practice the following typing lesson.	*Date:*

xat x. atlso aq md/;sr zvfx up,onh ink



Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Microsoft Word 2000

Introduction

The most familiar application among the members of the Office is Word. With word, you can accomplish all of your basic word processing duties and fulfill your desktop publishing needs. You will be using word to generate all of your memos, letters, Reports and other text intensive documents.

Word Processor

Word Processor is software that helps you to create any type of written communication. A word processor can be used to manipulate data to produce a letter, a report, a memo, or any other type of correspondence & text data.
(i.e. Microsoft Word, Word Pad ,Word Star and Word Perfect are the common word processors). But the Microsoft Word is popular word processor.

Advantages of Word Processor

A word processor has different advantages instead of Typewriter and other Tele Printer Machine.

Followings are the main advantages of the word processor:

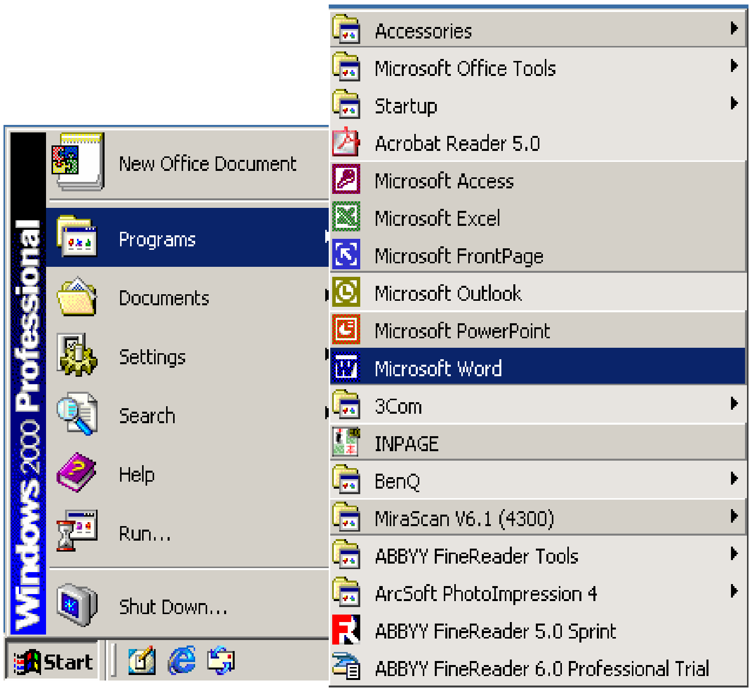
1. Word processor make it easier to correct and change your document consequently your completed document will take less time to create.
2. Word wrapping is another facility of word processor is so that when the line is full the program wraps the text down automatically to the next line.
3. Word processor has ability to change, edit & correct text easily.
4. It can be permanently save the document on a storage device and also printed on paper in word processor.
5. Cutting, Coping and pasting of different text is an other feature of word- processor.
6. Sorting & merging of different documents is easily done by the word processor.
7. Word processor checks the spellings of different text documents and also compare them with the dictionary that is in computer memory.
8. Grammar checking and the source display alternative words that are similar to the word you need in word processing.
9. You can easily format (line spacing, margin, setting, pagination, displaying, page border, header& footer) the text by word processing.
10. Aligning of text (left, right, center & justify) can also be done in word processor.
11. Mostly word processing programs have ability to display graphic lines and boxes.

Starting Microsoft Word 2000

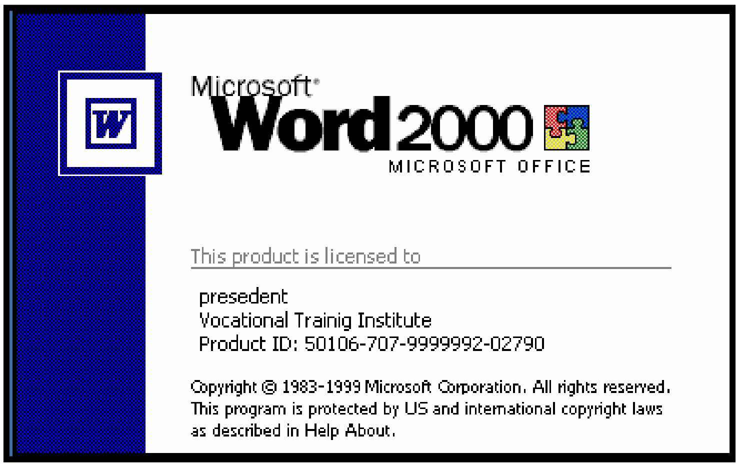
There are almost too many ways to starting Microsoft Word in Windows. Here we discuss on two common and easiest ways to starting the Microsoft Word.

Method-1

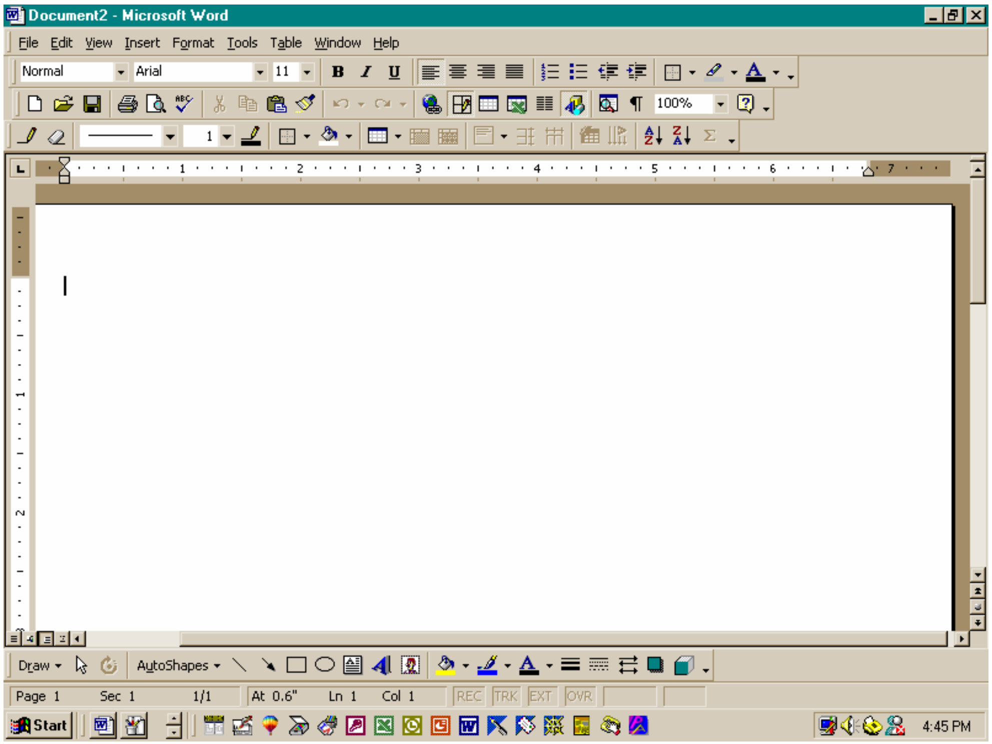
1. Click the start menu button in the right corner of task bar.
2. Click the program submenu on the start-menu.
3. Click the Microsoft word icon on the submenu of program.



4. This will run the Microsoft Word wall paper

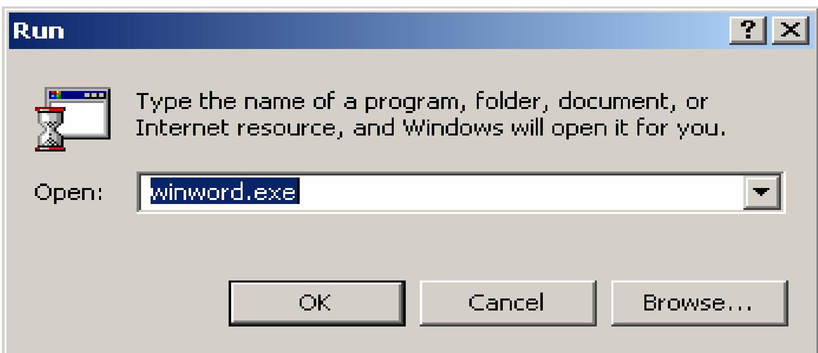


5. After showing wallpaper it will display the Microsoft Word document.



Method-2

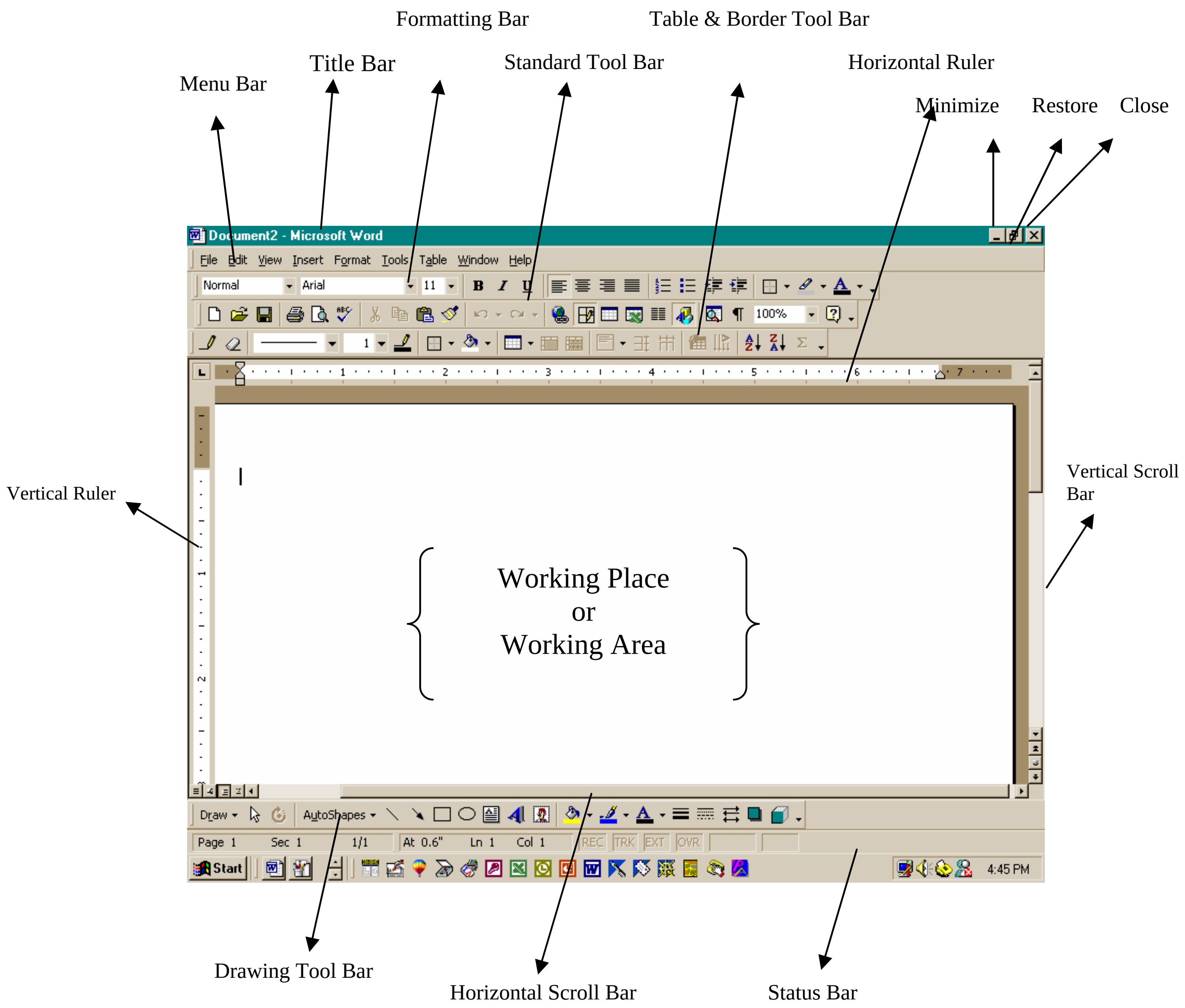
1. Click the start menu button in the right corner of task bar.
2. Click the Run submenu on the start-menu.
3. Run dialogue box will be appear
4. Type the 'winword.exe' in Open box
5. Click ok to continue



6. After clicking Ok the Microsoft Word document will display.

Introduction to Microsoft Word 2000 Interface

The followings are the components of the MS-Word 2000 Interface



1. Title Bar
2. Menu Bar
3. Formatting Bar
4. Standard Tool Bar
5. Table & Border Tool Bar
6. Horizontal Ruler
7. Vertical Ruler
8. Horizontal Scroll Bar
9. Vertical Scroll Bar
10. Drawing Tool Bar
11. Status Bar
12. Working Area.

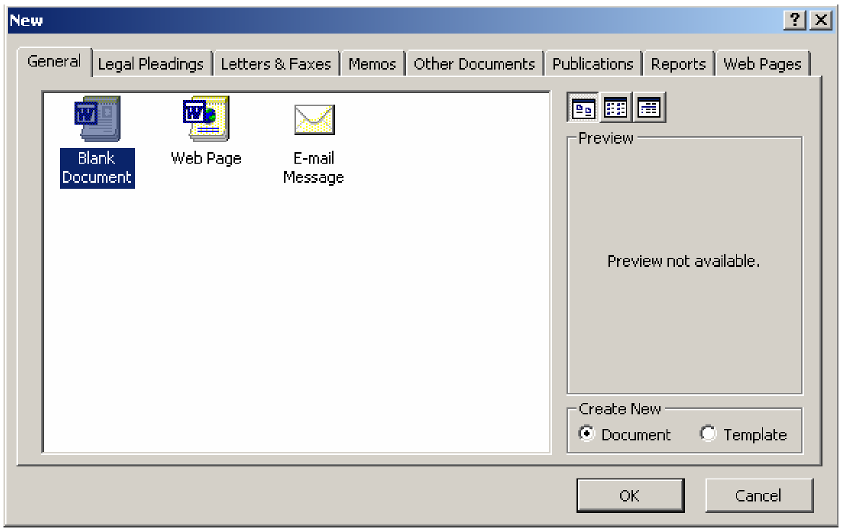
Creating Documents

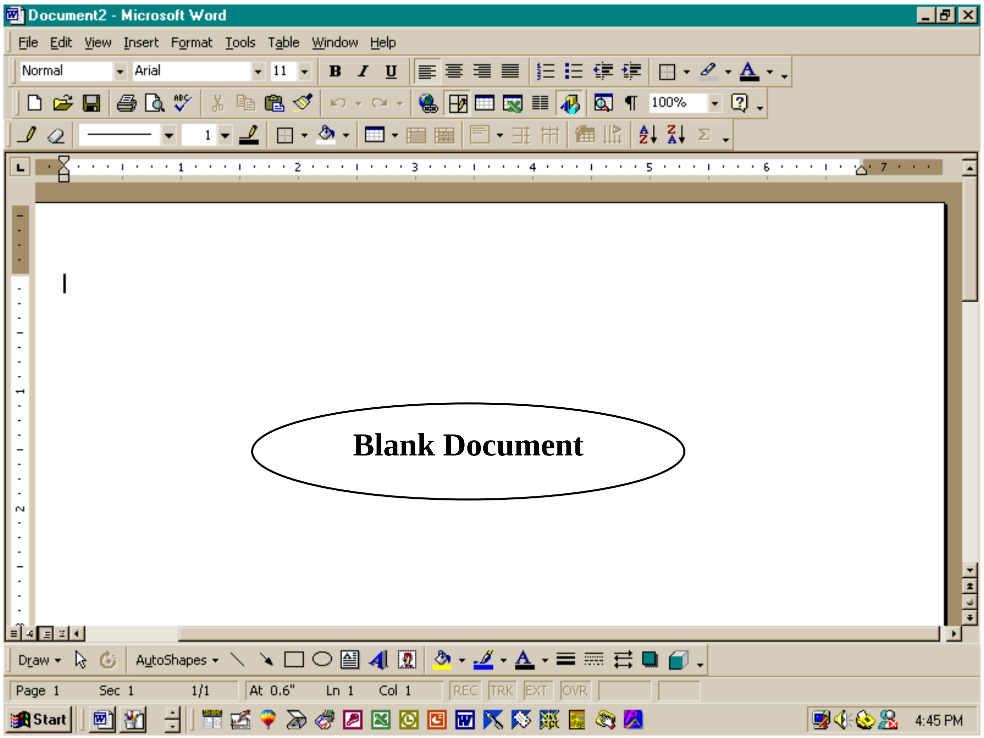
There are several ways to creating a new document in word 2000

1. From Menu Bar

There are following steps involve to creating a new documents from the menu bar .

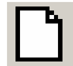
1. Click File menu
2. Click New submenu
3. New Document dialog box will be appear
4. Select the Blank Document icon
5. Click OK to continue the process
6. It will display the new blank document
7. Type the text in document page which you want

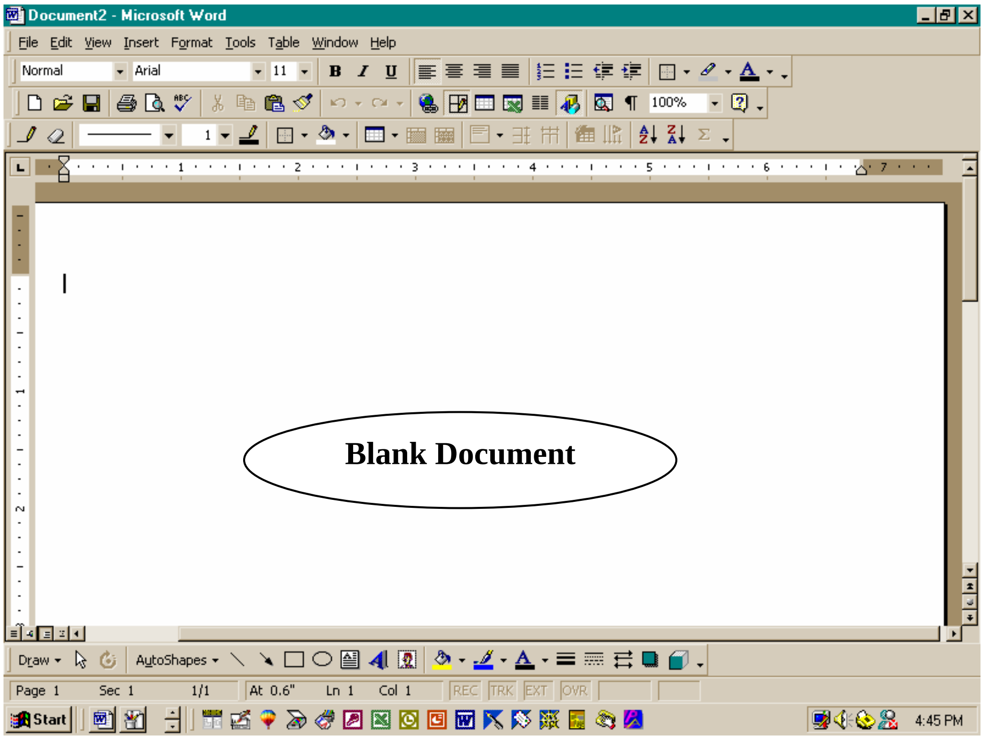




2. From Tool Bar

There are following steps involve to creating a new documents from tool bar.

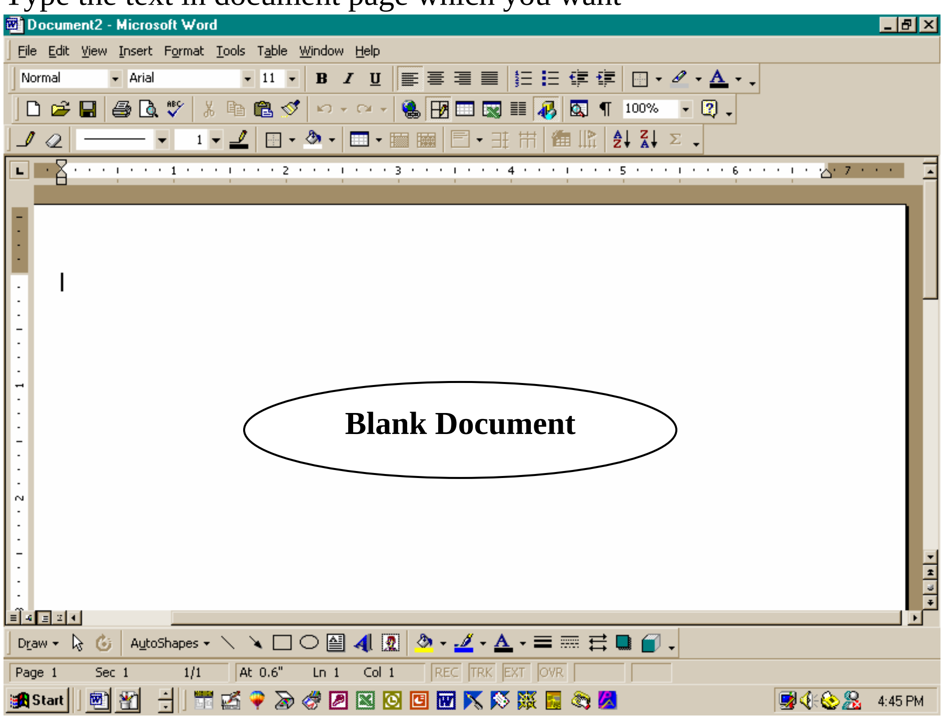
I. Click on New tool on a standard tool bar 
II. It will display the new blank document
III. Type the text in document which you want



3. Through Key Board Shortcut

There are following steps involve to creating a new documents through key board shortcut.

I. Press Ctrl + N from the key board
II. It will display the new blank document
III. Type the text in document page which you want



Selecting the Text

To select an entire word, entire sentence, entire paragraph and large area, rectangular area and partial word selection there are different ways in ms-word documents.

Selecting An Entire Word

Double- click any where on a word you want to select. To select adjacent words, drag after double clicking on the first word. Entire words are selected when you drag this way.

> Microsoft Office 2000 is a family having different application software like as Word, Excel, PowerPoint, Access, Front Page and Microsoft Outlook. Microsoft Office 2000 is most familiar, popular, user friendly, simple instructions and clear

Selecting An Entire Sentence

Hold down the Ctrl key while you clicking any where on the sentence. This will also select the sentence's punctuation marks. Dragging after you click this way selects the additional sentences.

> Microsoft Office 2000 is a family having different application software like as Word, Excel, PowerPoint, Access, Front Page and Microsoft Outlook. Microsoft Office 2000 is most familiar, popular, user friendly, simple instructions and clear illustrations of applications programs. It is widely used in office work to manage the office documents properly and professionally. Microsoft Office 2000 is upgraded & modified version of office having latest features. In this unit we will discuss the following applications of MS Office 2000:

Selecting An Entire Paragraph

The quickest way to select the paragraph is that *triple- click* any where on the paragraph. The entire paragraph will be select.

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>
> It is widely used in office work to manage the office documents properly and professionally. Microsoft Office 2000 is upgraded & modified version of office having latest features. In this unit we will discuss the following applications of MS Office 2000:

Selecting a Large Area

To select a large area (continuous block of text) there are following steps involve:

- Put the cursor on starting point
- Hold down shift key
- Click on the ending point of the desired area
- Release the mouse button
- The desired large area will be selected

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Selecting a Rectangular Area

To select the rectangular area the following steps are involved:

- Hold don Alt Key
- Drag the mouse over a desired rectangular area
- Release the mouse button & Alt key

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It is widely used in office work to manage the office documents properly and professionally. Microsoft Office 2000 is upgraded & modified version of office having latest features. In this unit we will discuss the following applications of MS Office 2000

De-selecting the Selected Text

To de-select the selected text click anywhere in the document the selected text will be de-selected and appear in normal form.

Microsoft Office 2000

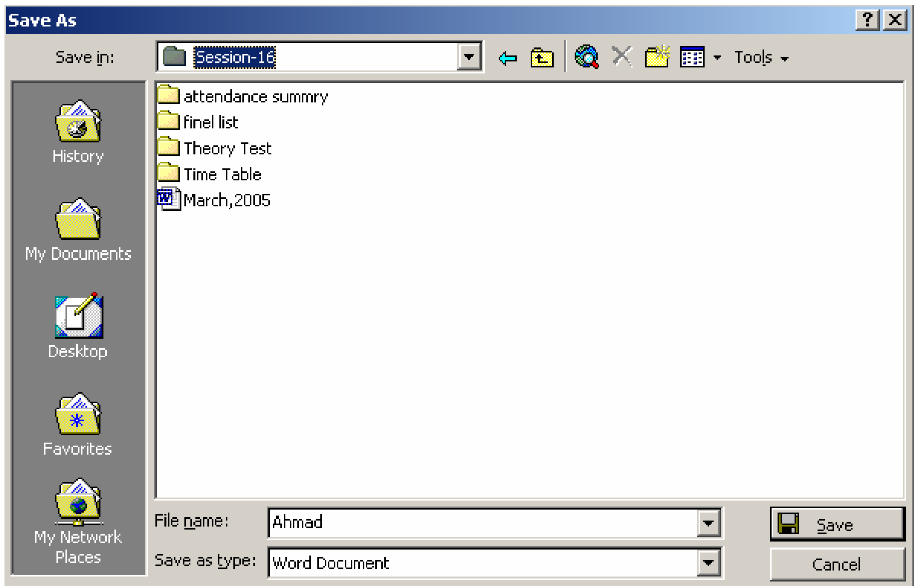
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Saving Documents

There are different ways to save documents.

From File Menu

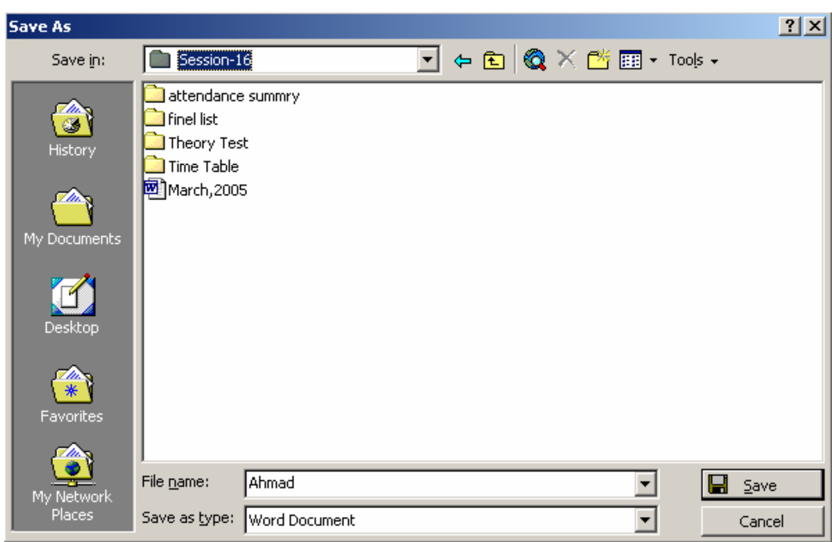
0. **0.** Click File Menu
1. **1.** Click Save submenu
2. **2.** Save As dialogue box will be appear



3. **3.** Choose the location or give the name of the folder where you want to save
4. **4.** Type the name of file in File name box
5. **5.** Give the type of document in Save as type box
6. **6.** Click Save button
7. **7.** The desired document will be save. The extension of Word document is .DOC.

From Tool Bar

1. Click Sae tool on standard tool bar
2. **2.** Save As dialogue box will be appear
3. 3.

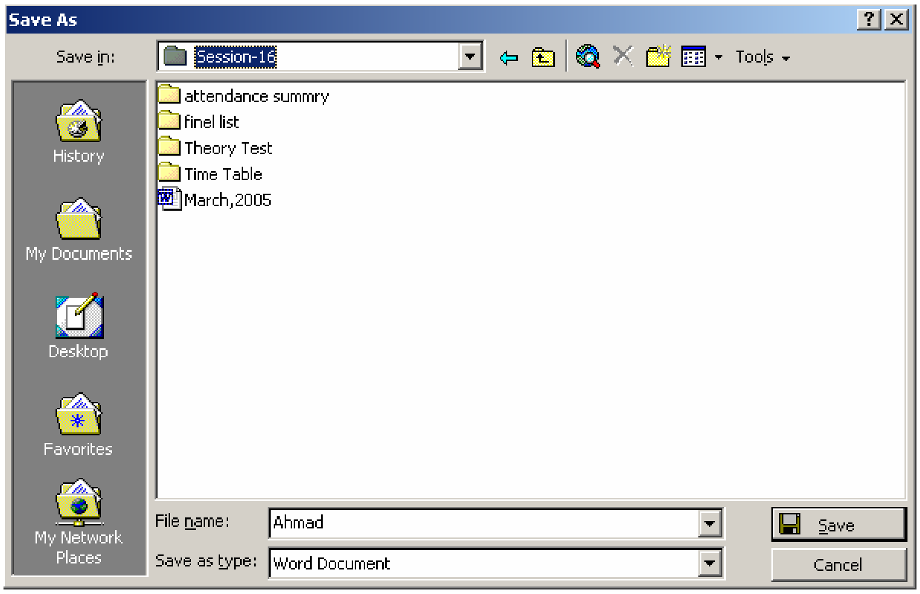


Choose the location or give the name of the folder where you want to save

4. Type the name of file in File name box
5. Give the type of document in Save as type box
6. Click Save button
7. The desired document will be save

Through Keyboard

1. Press Ctrl+S from the keyboard
2. Save As dialogue box will be appear

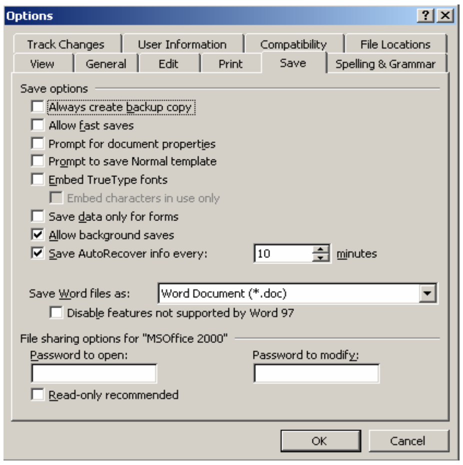


3. Choose the location or give the name of the folder where you want to save
4. Type the name of file in File name box
5. Give the type of document in Save as type box
6. Click Save button
7. The desired document will be save

Save Through Option Dialog Box

A number of save options are offered in the Options dialogue box in the Tools menu. To apply all these options the following steps involved.

1. Click Tools menu then Options submenu
2. Options dialogue box will be appear
3. In the Options dialogue box Click Save Tab

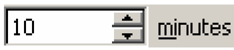


4. The following options will display

Always create backup copy
Select this option to make a backup copy of the current opened document. This will make the backup copy of document with same name and extension BAK.

Allow fast Save
Select this option to save document more quickly. This option may required when your document contain large pictures, heavy graphics, tables, columns and linked objects.

Allow background Saves
Select this option to save document when you want to continue working in Word while you save a document by clicking the save icon on the standard tool bar.

Save AutoRecover into every 

By selecting this option the Word automatically save the documents in case of power failure or if the computer held. After certain time period it will save the changes automatically.

The File-Sharing Options
File sharing option lets you to protect document that are shared with others. In this option you can password protect your document and make the document read only. Keep in mind that password can be maximum of 15 characters. It is case sensitive. There are two types of password.

- ***Password to Open*** 

This type of password prevents someone from opening the document without knowing the password. If you use password don't forget your password.

- ***Password to Modify*** 

This type of password is used as write–reservation password .The document can be open without knowing the password. But it will happened when the user understand the write reservation password

- ***Read Only recommended*** 

A check in this option box instructs the Word to recommend the document read-only and the user can't change in the same document with the same name.

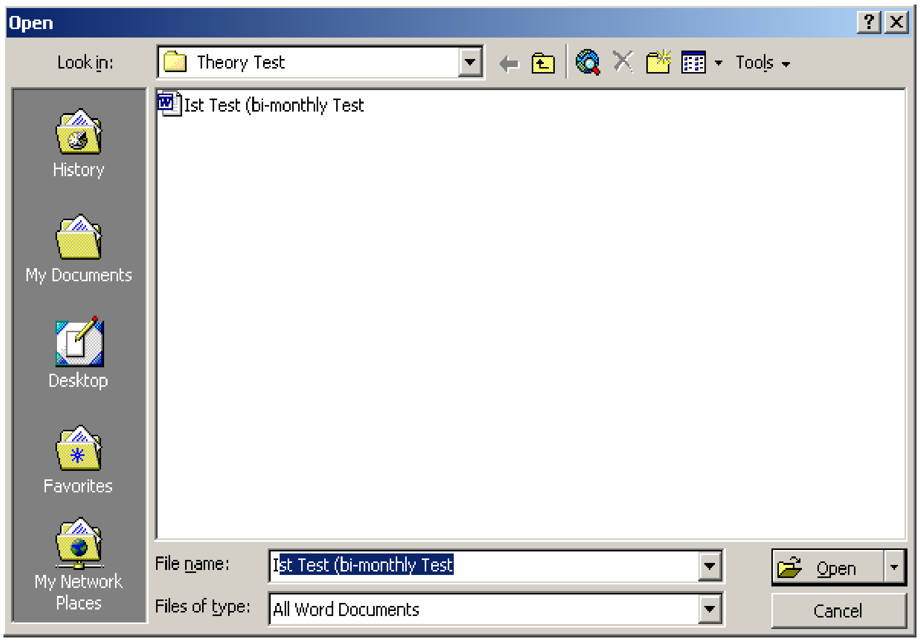
Opening Documents

Here are some general ways for opening word documents.

From File Menu

1. Click File Menu.

2. Click Open submenu.



3. Open dialogue box will be appear.

4. Choose the location or look in folder where the file is stored.

5. Select the name of the file from the file lists or type the name of the file in File name Box.

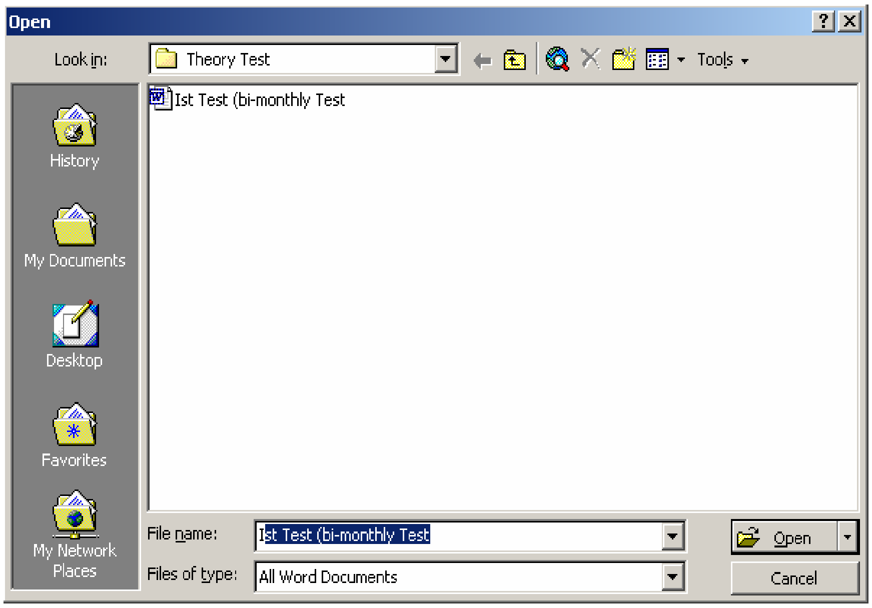
6. Give the type of document in File of type box.

7. Click Open button

8. The desired document will be open

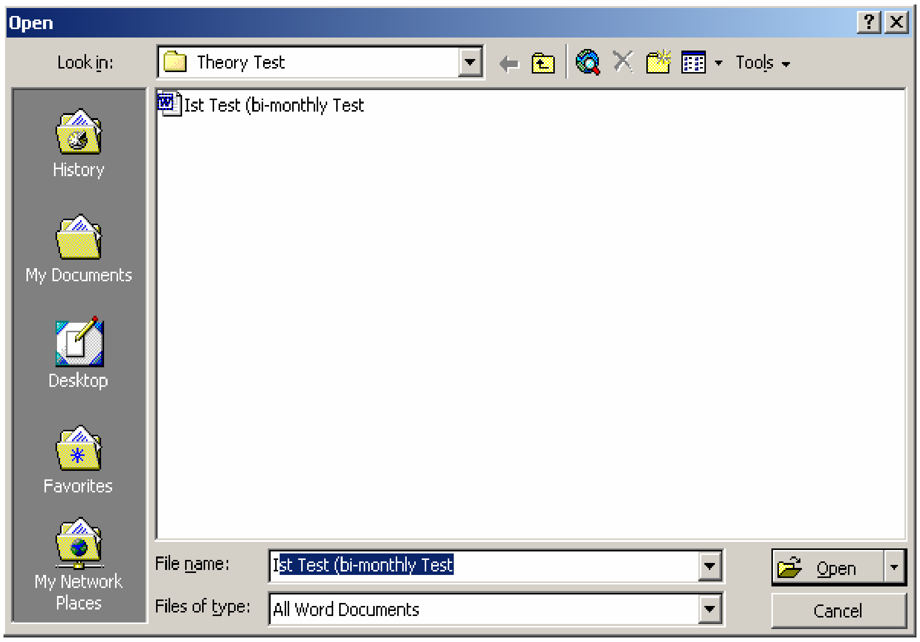
From Tool Bar

1. Click Open Tool  on the standard tool bar.
2. Open dialogue box will be appear as shown below in fig.
3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name
5. Box.
6. Give the type of document in File of type box.
7. Click Open button
8. The desired document will be open



Through Keyboard

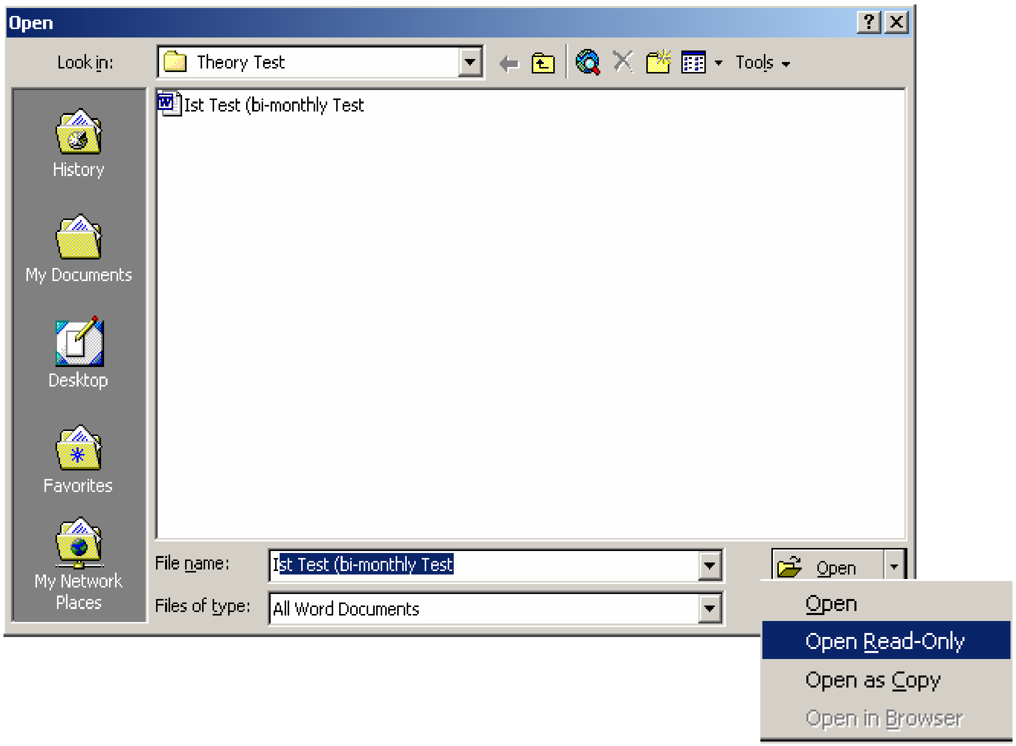
1. Press Ctrl+O from the keyboard
2. Open dialogue box will be appear.



3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name Box.
5. Give the type of document in File of type box.
6. Click Open button
7. The desired document will be open

Open as Read-Only & Open as a Copy
To open the document as a read-only or open as a copy the following steps are involved.

1. Click File menu---Open or Press Ctrl+O key from the keyboard or click on open tool on standard tool bar.
2. Open dialogue box will be appear.



3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name Box.
5. Give the type of document in File of type box.
6. Click Open command & setting button.
7. Select Open Read-Only or Open as a Copy option.
8. The desired document will be open as read-only or open as a copy.

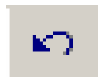
Editing Documents

Editing in Word documents is another feature of Microsoft Word. We can easily modify the documents in Word. Some important features/commands are discussed as below in this unit.

Undo and Redo Commands

UNDO Command

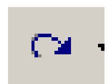
This Undo Command is used for cancellation of last action which you perform accidentally or by mistake. There are 16 undo levels in MS-Word 2000. The Symbol icon for Undo command is



The short cut key for Undo command is **Ctrl + Z** from the key board.

REDO or REPEAT Command

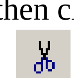
This Redo or Repeat Command is used for cancellation of Undo command. The Symbol icon for Redo command is



The short cut key for Undo command is **Ctrl + Y** from the key board.

CUT, COPY and PASTE Command

CUT Command:

The Cut command is used for moving the text line or paragraph, a word , a picture or an object from one place to an other place or from one document to another document . For this, first you should select the required text or object then click Edit menu and Cut or Press **Ctrl+X** from the Keyboard or click on symbol icon  of cut from the standard tool bar.

COPY Command:

The Copy command is same as Cut command but the only difference between Cut & Copy commands is that in Cut command the selected text or object dis-appears from its original place while in Copy command it does not dis-appear from its original place. For this, first you should select the required text or object then click Edit menu and Copy or Press Ctrl+C from the Keyboard or click on symbol icon  of cut from the standard tool bar.

PASTE Command:

When we cut or copy the text or object it is stores on Clipboard. After cut and copy we can display this text or object on an insertion point by the help of Paste command. There are following ways to apply the Paste command.

1. Place the cursor on insertion point. Click Edit Menu then click Paste command
2. Press Ctrl+V from the key board
3. Click Paste icon on  the standard tool bar.

Clipboard is a temporary storage on which document is stored permanently. The contents of Clipboard disappear when the computer is switched off.



Deleting Text or Object from the Document

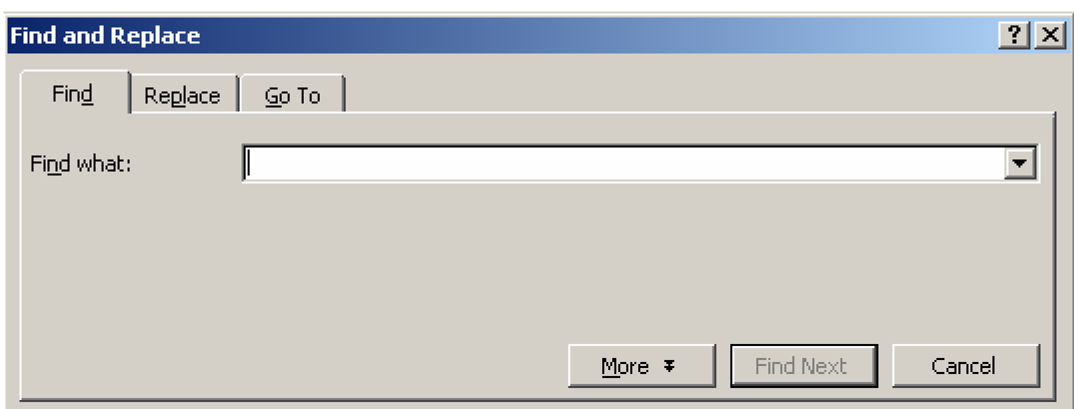
There are several ways to deleting the unwanted text.

1. If you had spotted your mistake right after typing it, pressing the Backspace key.
2. Select the text or object you want to delete and press Del key from the keyboard.
3. Select the text you want to delete, click Edit menu then click Clear.
To apply above all methods you can delete the selected text or object

Finding the Text from the Document

To find the text, special character, non-printing character, paragraph, comments, header & footer the Find command is most powerful tool. There are following steps:

1. Click Edit menu and then click Find option
2. Press Ctrl+F from the keyboard
3. Find dialogue box will be appear

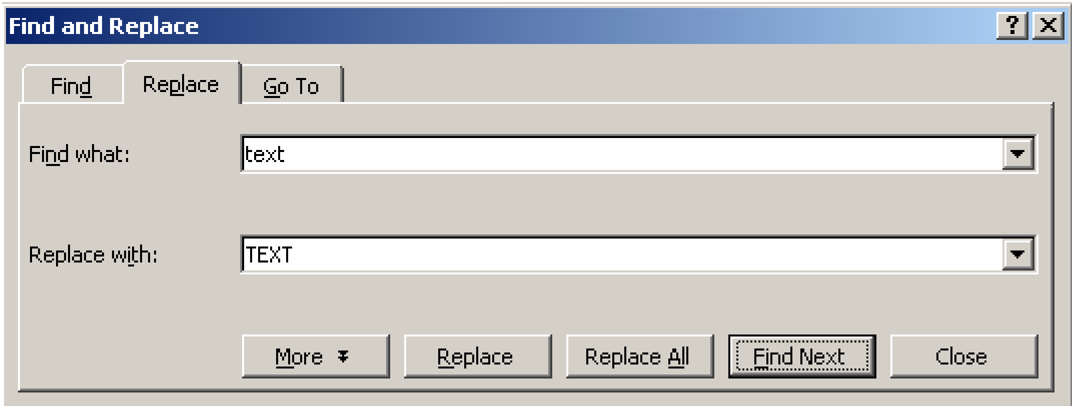


4. Type the text in Find what box.
5. Click Find Next button to find the text from the entire document.
6. It will highlight the desired text.

Replacing the Text from the Document

To replace the text, special character, non-printing character, paragraph, comments, header & footer with others the Replace command is most powerful tool. There are following steps:

1. Click Edit menu and then click Replace option
2. Press Ctrl+H from the keyboard
3. Replace dialogue box will be appear



4. Type the text in Find what box you want to find
5. Type the text in Replace with box
6. Click Replace or Replace All button to replace the text.
7. It will replace with the text you have already find.

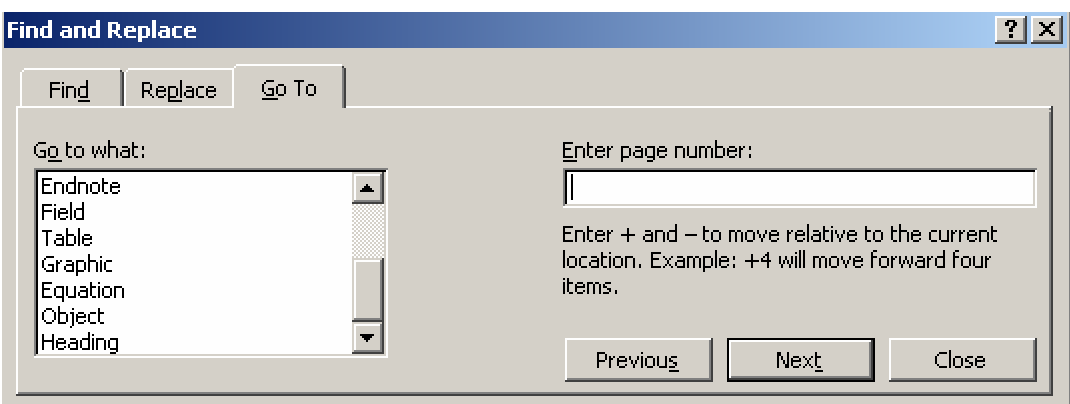
GOTO Command

Goto command is used to reach on specific page, section, line, Bookmark, Comments, Footnote, Endnote and Table etc. Following steps are involved in Goto command.

1. Click Edit Menu then Click Goto

2. Press Ctrl+G or F5 from the keyboard

3. Goto dialogue box will be appear



4. Type line number, page number, section, header & footer where you want to Goto.

5. Click next button to Goto

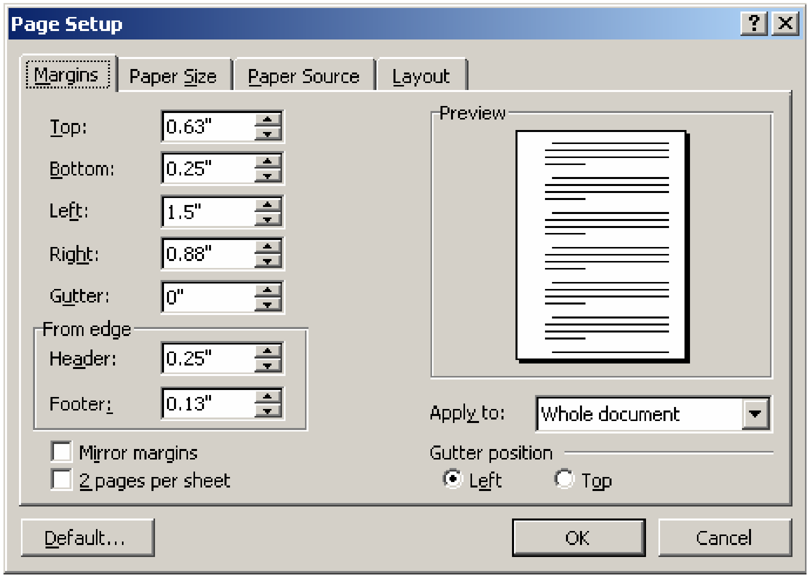
Page Setting in Word

There are two main settings in Page Setup as discussed below in this topic.

1. *Margin Settings*

In page setup the margin setting is the main feature. Margin contains the different elements Top, Bottom, left, Right, Header & Footer and Gutter margins. To set the margin settings there are following steps:

1. Click File Menu.
2. Click Page Setup.
3. The Page Setup dialogue box will be appear shown in fig below.
4. Type Top, Bottom, Left, Right, Header & Footer margin in inches.
5. Also type Gutter margin for binding pages.

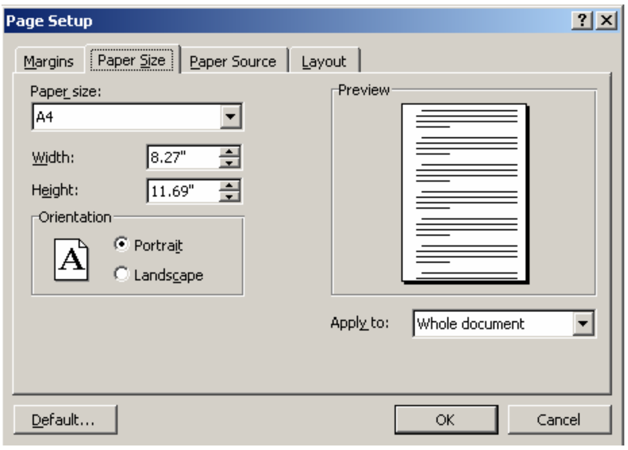


One of the easiest ways to setting up margins from the horizental ruler by dragging the indent by mouse as shown in fig below.



2. Settings Paper Size and Orientation

Paper Size: The other main setting in Page Setup is setting of Paper Size (Width & Height) as shown in fig below.



Paper Orientation: We can also change the page orientation to Portrait & Landscape. The Portrait orientation mean the orientation of page in height and the Landscape orientation mean the orientation of page in width wise.

1. Click Portrait radio button to set portrait orientation as shown in fig below.
2. Click Landscape radio button to set the Landscape orientation. As shown in fig below.



Print Preview of Word Document

Print preview shows how file look when you print it. It shows the view of file before printing.

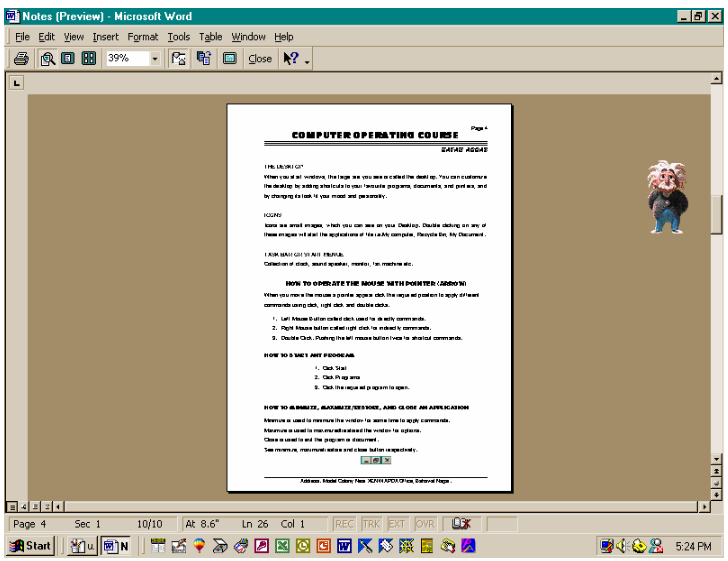
There are following main steps to preview the document.

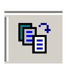
1. Click File Menu then Print Preview

or

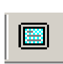
Click Print Preview Icon  on the standard tool bar.

2. Print View will display.



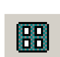
Shrink to Fit 

Reduce the number of pages in a document by one so that you can prevent a small portion of a document from spilling onto another page.

Full Screen 

Hides most screen elements so that you can view more of your document. To switch back to your previous view, click or press ESC.

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Multiple Pages 

This icon shows the preview of multiple pages.

Multiple Pages 

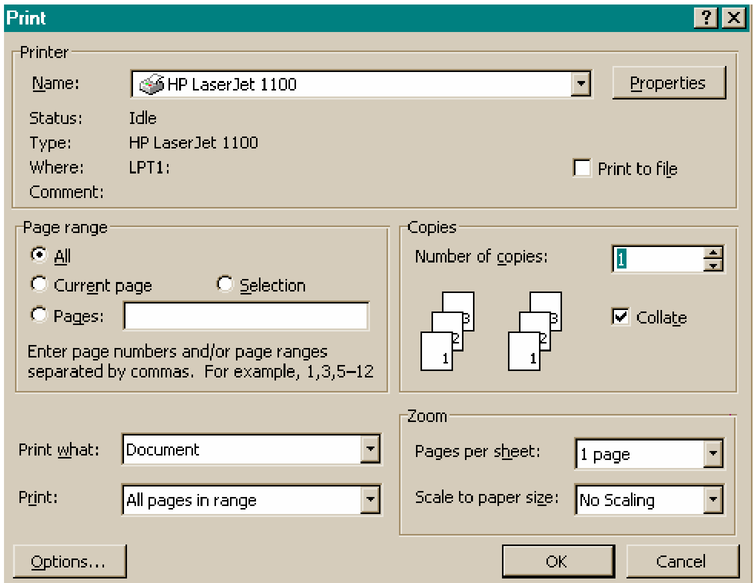
Scales the editing view so you can see the entire page in normal view.

Printing Documents

Printing of documents is main feature of Microsoft Word. To print the document there are three main ways.

1. From File Menu:

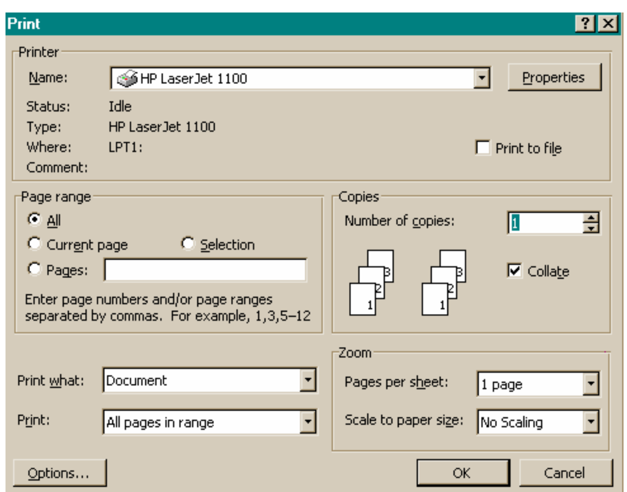
1. Click File Menu
2. Click Print submenu
3. Print dialogue box will be appear.



4. Select the printer name from Name box.
5. Select the page range from the Page Range area(All pages, current page or Pages).
6. Give the number of copies in Number of copies box.
7. Check the collate copy or uncheck the collate copy.
8. Click Ok to continue printing.

2. From Print Icon on the standard tool bar

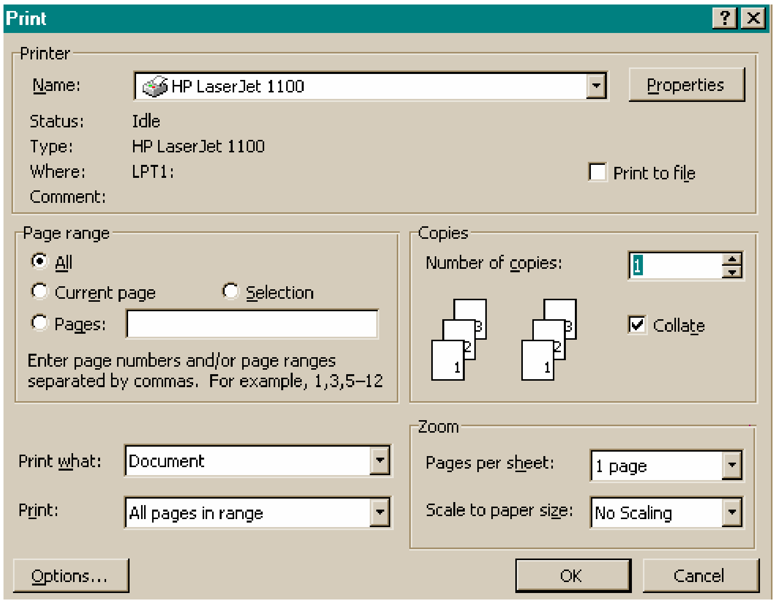
1. Click Print icon  on the standard tool bar
2. Print dialogue box will be appear.



3. Select the printer name from Name box.
4. Select the page range from the Page Range area(All pages, current page or Pages).
5. Give the number of copies in Number of copies box.
6. Check the collate copy or uncheck the collate copy.
7. Click Ok to continue printing.

3. Through Keyboard

1. Press Ctrl+P shortcut key from the keyboard
2. Print dialogue box will be appear.



3. Select the printer name from Name box.
4. Select the page range from the Page Range area(All pages, current page or Pages).
5. Give the number of copies in Number of copies box.
6. Check the collate copy or uncheck the collate copy.
7. Click Ok to continue printing.

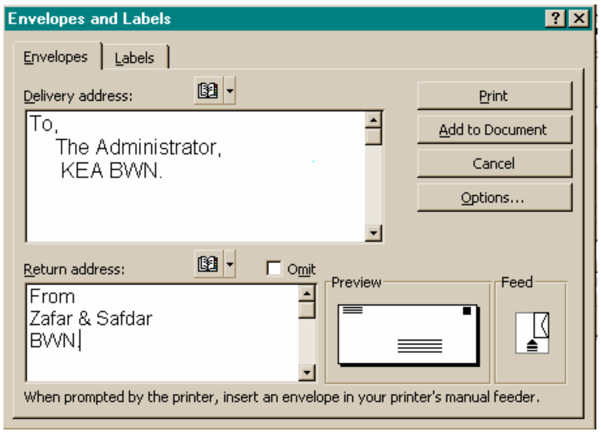
Collate Copy

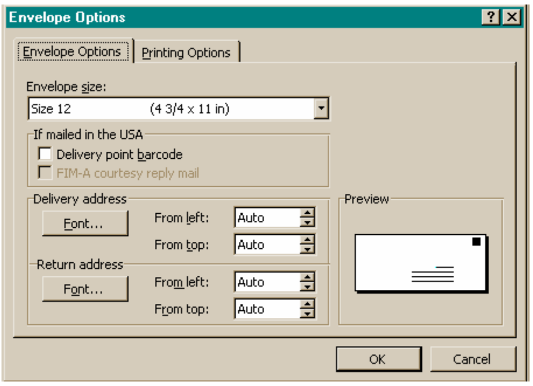
If you request multiple copies (five copies of a ten-page document, for instance) and do not check the collate copies option. Word will print all print all five page 1's then all five pages 2's and so on. You will need to hand collate them to make orderly sets.

Printing envelops and Labels

One of the time- saving features of word 2000 is printing of envelopes. There are following steps to create and print envelopes.

1. If you are writing a letter, enter the name & address you want on the envelope as the inside address in the letter.
2. Choose the Envelopes and Labels and choose the Envelopes Tab shown in fig.
3. The name and address you entered should appear in Delivery Address box.
4. Choose to enter or omit a return address
5. Click Option button to open Envelopes Option
6. Set the Envelopes size
7. Click OK to continue process
8. Click Print button to print the envelope

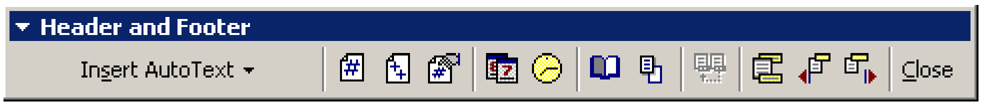




Header and Footer

Header and Footer command adds or changes the text that appears at the top and bottom of every page of the document. To insert Header & Footer there are following steps ;

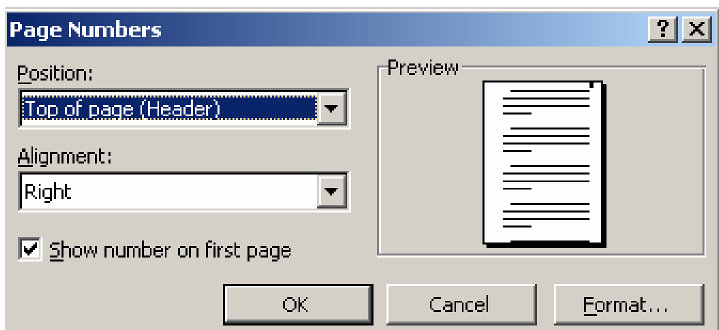
1. Click View Menu ☛ Header and Footer
2. The Header and Footer bar will be appear
3. Place the cursor in the header and the header text you want
4. You can also give the page number, number of pages, date, time and auto text in the Header.
5. Click Switch between Header & Footer icon 
6. Place the cursor in the Footer and type the Footer name at the bottom
7. After typing the Header and Footer click Close button.



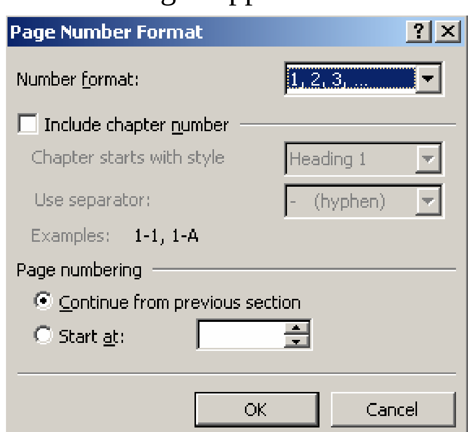
Page Numbering

Page Numbers command inserts page numbers that automatically update when you add or delete pages. To insert Page Numbers there are following steps;

1. Click the Insert Menu ☛ Page Numbers
2. The Page Numbers dialogue box appears as shown in fig below.



3. Select the position (Top or Bottom) on which you want to insert page number
4. Give the alignment left, center, right.
5. Click the Format button on the Page Numbers box
6. Format Page Numbers dialogue appears as shown in fig below.



7. Select the Number format. style
8. Choose radio button Continuous from previous section or Start at 
9. Click OK to insert page number.

Formatting Documents

Formatting of documents is a major feature of Word. There are two ways to format the text. Formatting is applied on the selected single character or entire document.
Formatting can be done in two ways.
1. Using Formatting Bar
2. Using Format Menu

1. Using Formatting Bar

First of all you select the text and then apply different formatting tool bar. Some common tools are shown in fig below.



Font Size

Changes the size of the selected text and numbers. In the Font Size box, enter a size. The sizes in the Font Size box depend on the selected font and active printer.

Font
Changes the font of the selected text and numbers. In the Font box, select a font name.

Bold
Makes selected text and numbers bold. If the selection is already bold, clicking removes bold formatting.

Italic
Makes selected text and numbers italic. If the selection is already italic, clicking removes italic formatting.

Underline
Underlines selected text and numbers. If the selection is already underlined, clicking removes underlining.

Align Left
Aligns the selected text, numbers, or inline objects to the left side of the document page.

Center
Centers the selected text, numbers, or inline objects.

Align Right
Aligns the selected text, numbers, or inline objects to the right side of the document page.

Justify
In Microsoft Word and Microsoft PowerPoint, aligns the selected paragraphs to both the left and right margins and indents. In Microsoft Excel, breaks the cell contents into multiple lines within the cell and adjusts the spacing between words so that all lines are as wide as the cell.

Numbering
Adds numbers to or removes numbers from selected paragraphs.

Bullets
Adds bullets to or removes bullets from selected paragraphs.

Decrease Indent
Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.

Increase Indent
Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.

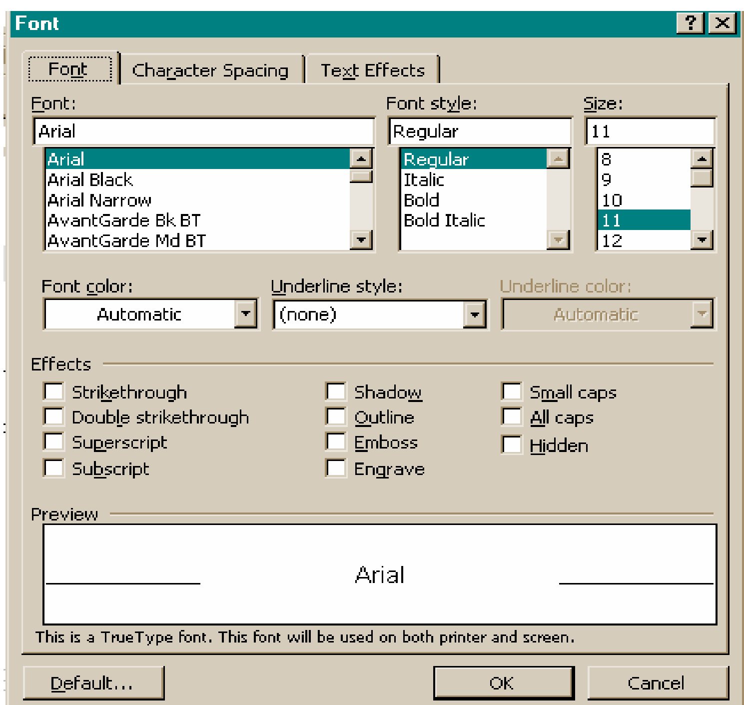
Border
Click the type of border or line style you want to add to the selection.

Highlight
Marks text so it is highlighted and stands out from the surrounding text. Click, and then select the text or object you want to highlight. When you are done highlighting, click again. To change the highlight color, click the arrow next to , and then click the color you want.

Font Color
Formats the selected text with the color you click.

2. Using Format Menu

Single character formatting or entire document formatting can also be done by the Format Menu.
1. In Format Menu Click Font or press Ctrl+D to display the Font dialogue box.
First of all select the text, paragraph or entire document to apply the different formatting options in the font dialogue box from the font Tab.



Font turns the 'text' into 'text'

Font Size turns the 'text' into 'text'

Bold turns the 'text' into **'text'**

Italic turns the 'text' into ***'text'***

Strikethrough turns the 'text' into ~~**'text'**~~

Double strikethrough turns the 'text' into ~~'text'~~

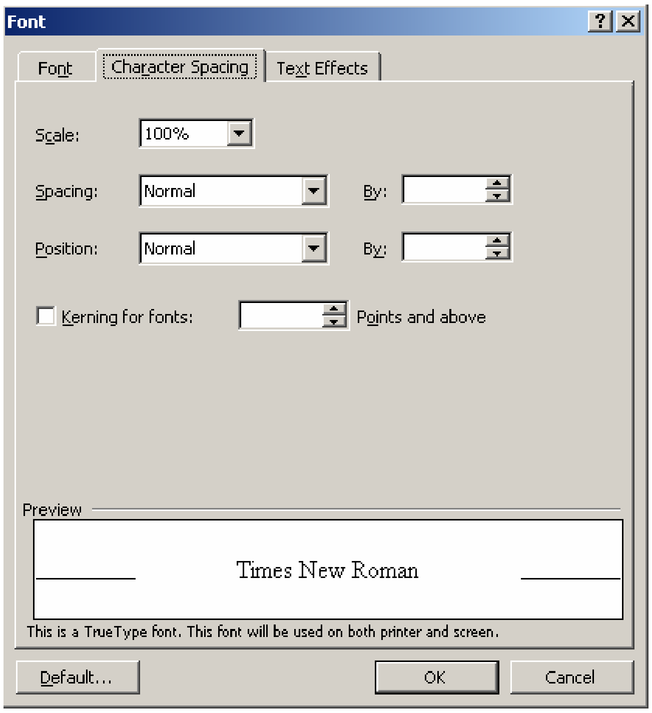
Superscript turns the 'X2' into $'X^2'$

Subscript turns the 'X2' into $'X_2'$

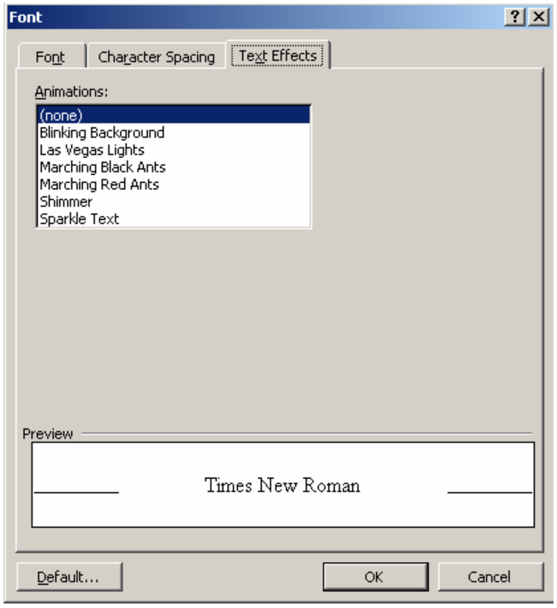
Underline turns the 'text' into 'text'

2. In Font dialogue box the second Tab is Character Spacing. When we click on Character spacing Tab it will display the following dialogue box.

This reduces or increases the equal character spacing between the characters in selected text by the amount you specify.

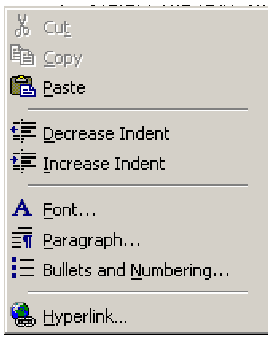


3. In Font dialogue box third Tab is of Animation effects. Animation effects can be applied to make the text attractive. Click Animation effect tab and choose the effect and then click Ok to apply this effect.



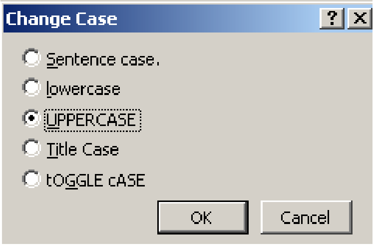
3. Using shortcut Menu

1. Select the text and Click Right mouse button
2. Shortcut menu will be appear.
3. Apply the different formatting commands from this shortcut menu



Change Case

Microsoft Word automatically changes the character from lower cases to upper, sentence case, title case and toggle case.
Click Format Menu and Change Case, the following list will be appear.

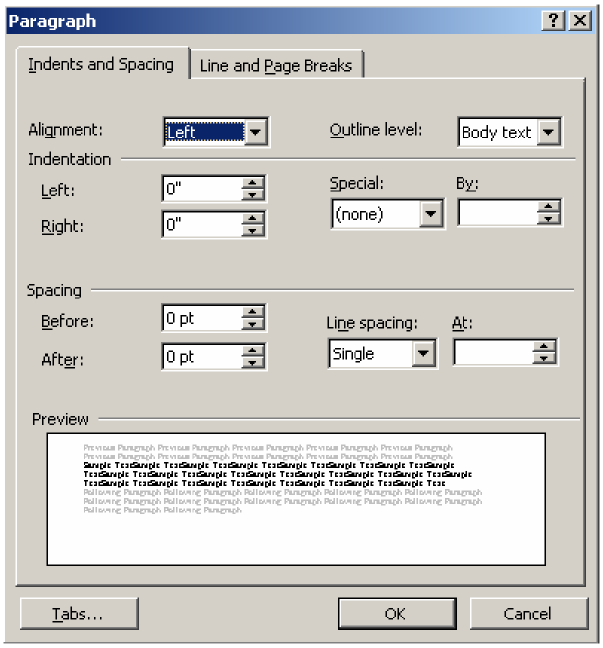


Text Direction

Text Direction rotates selected text in table cells so you can read it from bottom to top or from top to bottom. To apply text direction first of all draw text box or table and then click Format menu---- Text Direction.

Paragraph Formatting

1. To set the paragraph formatting (Paragraph Alignment, Paragraph Spacing, Line Spacing) click Format Menu and Paragraph.
2. A Paragraph dialogue box will be appear.
3. Click Indent & Spacing Tab
4. Set the alignment of paragraph
5. Set the indentation
6. Set the before & after spacing
7. Set the line spacing (single, 1.5, double, at least, exactly and multiple line spacing)

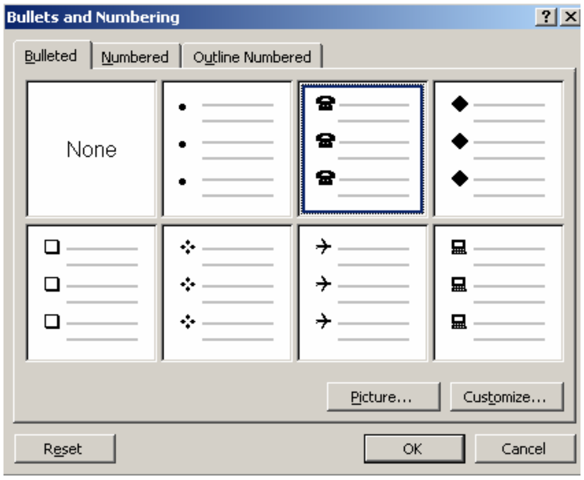


Bullets and Numbering

To add or remove bullets and numbering this command is used . To apply the bullets and numbering in your document there are following steps;

Bullets:

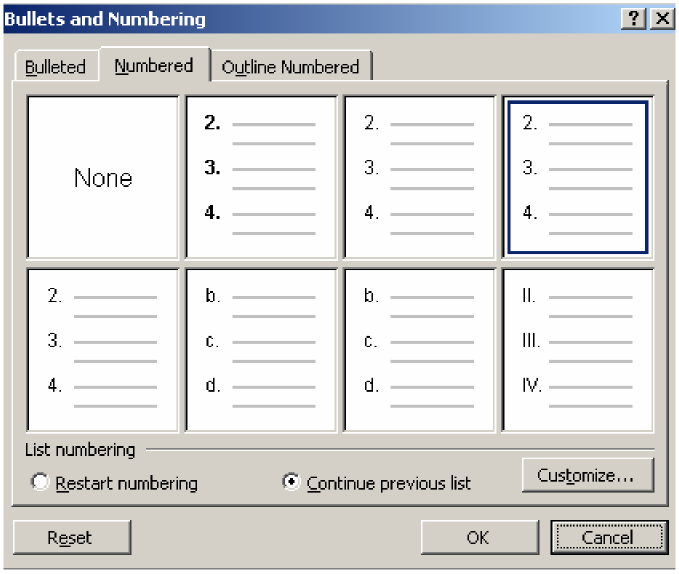
1. Click Format menu and Bullets & Numbering
2. Bullets & Numbering dialogue box e will be appear.
3. Click Bulleted Tab in Bullets & Numbering dialogue box
4. Choose the bullet style that you want to apply



5. Click customize button to choose other different bullets

Numbering:

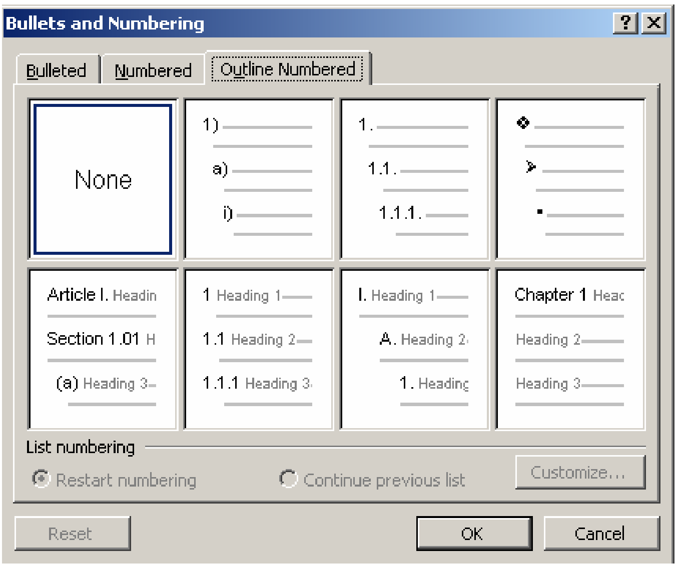
1. Click Format menu and Bullets & Numbering
2. Bullets & Numbering dialogue box e will be appear.
3. Click Numbered Tab in Bullets & Numbering dialogue box
4. Choose the number of different styles that you want to apply



5. Click customize button to choose other different numbers.

Outline Numbering:

1. Click Format menu and Bullets & Numbering
2. Bullets & Numbering dialogue box e will be appear.
3. Click Outline Numbered Tab in Bullets & Numbering dialogue box
4. Choose the number of different styles that you want to apply
5. Click customize button to choose other different numbers.

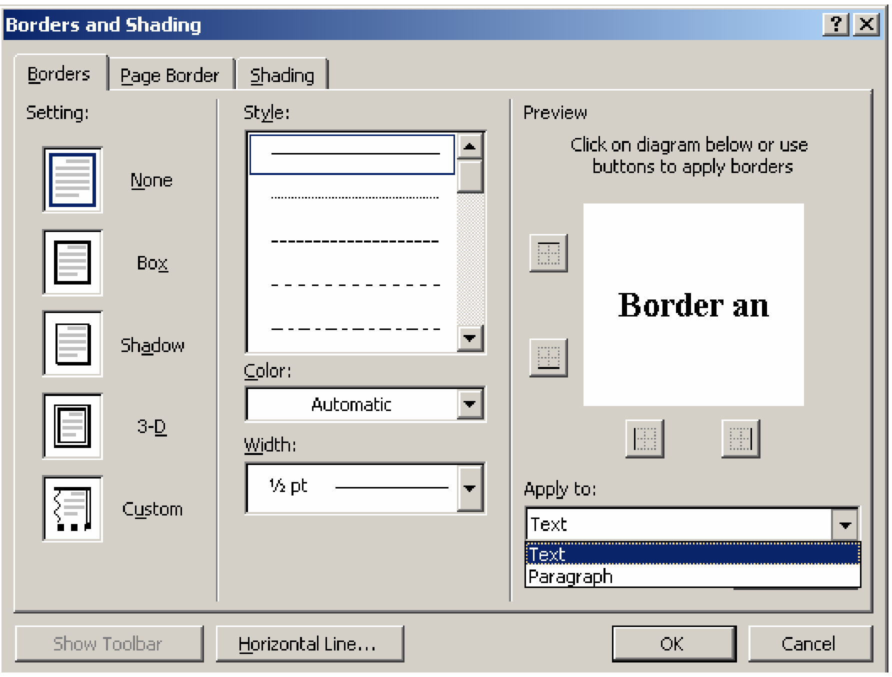


Border and shading

To apply a Text, Paragraph Border , Page Border and Shading then we use Border & Shading.

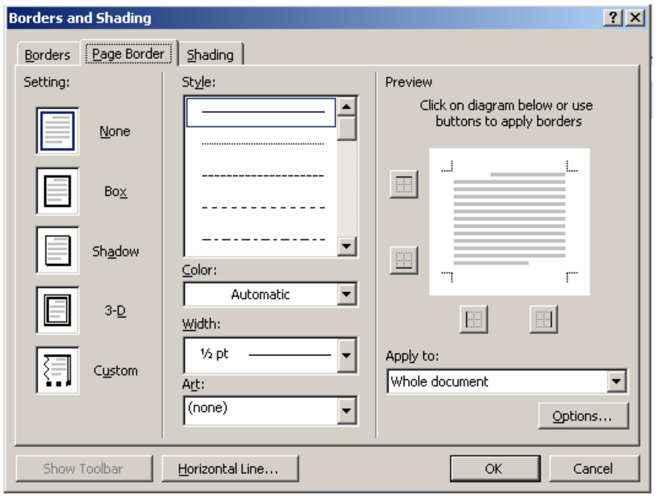
Text and Paragraph Border

1. Selecte the text or paragraph on which you apply a border & shading..
2. Click Format menu ☛ Border & Shading.
3. Border and Shading dialogue box will be appear as shown in fig below.
4. Select the Borders Tab.
5. Choose the border style, border color, shadow, 3-D and border width.
6. Choose the Text or Paragraph from Apply to box.
7. Click Ok to apply a text and paragraph border.

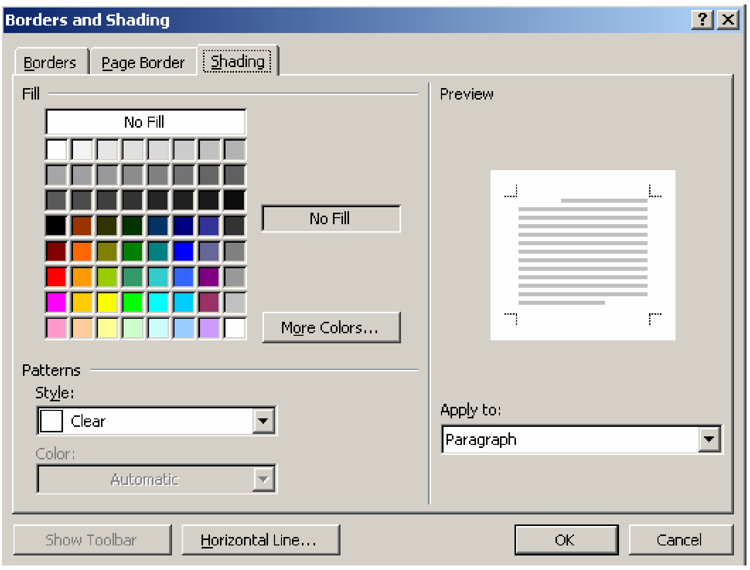


Page Border

1. Open the document on which you apply a page border.
2. Click Format menu ☛ Border & Shading.
3. Border and Shading dialogue box will be appear as shown in fig below.
4. Select the Page Border Tab.
5. Choose the border style, border color, width and Art border.
6. Choose the whole document from 'Apply to box'.
7. Click OK to apply a page border.



Shading Color
1. Open the document on which you apply a shading.
2. Click Format menu ☛ Border & Shading.
3. Border and Shading dialogue box will be appear as shown in fig below.
4. Select the Shading Tab.
5. Choose the Fill Color, Style
6. Choose the text, paragraph or whole document from 'Apply to box'.
7. Click OK to apply shading.

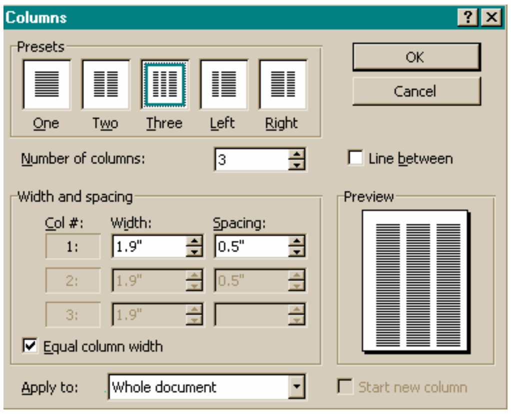


Working with Columns

Some kinds of information are most effectively presented in tabular or newspaper columns. Working with columns requires a little advance design work. To work with columns, switch to Print Layout view so you can actually see the columns, as they will appear on the page.

Creating Columns

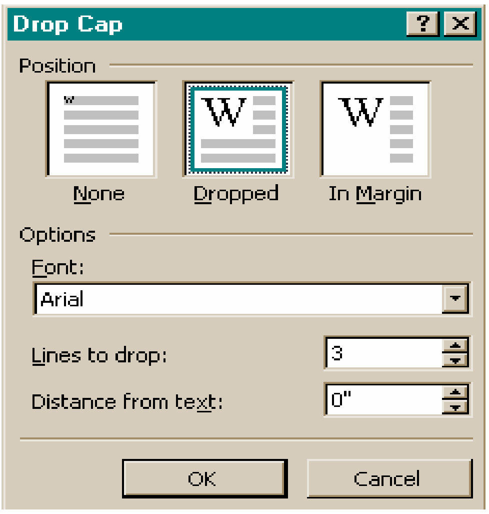
1. Select the text you want to change to the columns.
2. Click Format menu and columns
3. Column dialogue box will be appear
4. Select the number of columns one, two, three , left , right
5. Check the line between
6. Set the column width and columns spacing
7. Click Ok to apply the column.



Working with Drop Cap

Formats a letter, word, or selected text with a large initial ¾ or "dropped" ¾ capital letter. A "drop cap" is traditionally the first letter in a paragraph, and it can appear either in the left margin or dropped from the base line of the first line in the paragraph. There are following steps

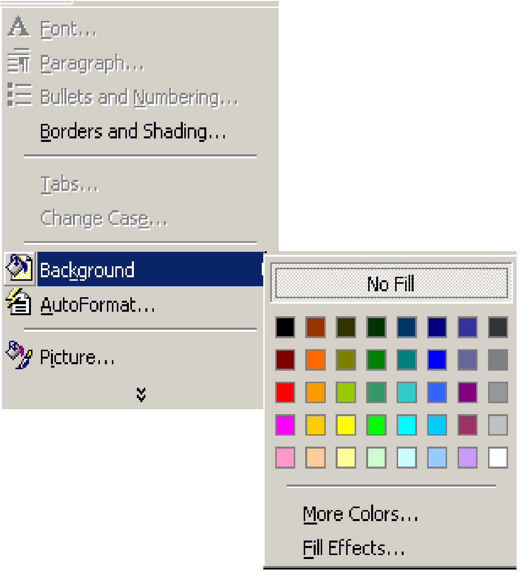
1. Select the Single letter or a single word
2. Click Format ☛ Drop Cap
3. Select Position, style.
4. Set lines to drop, distance.
5. Click Ok.



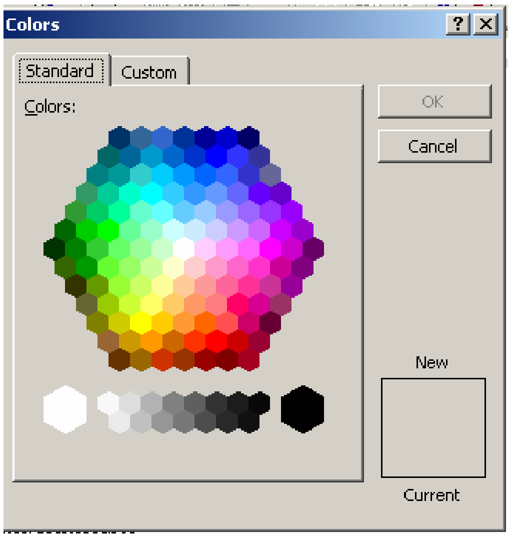
Working with Background Colors

To give the background color, there are following steps are involved.

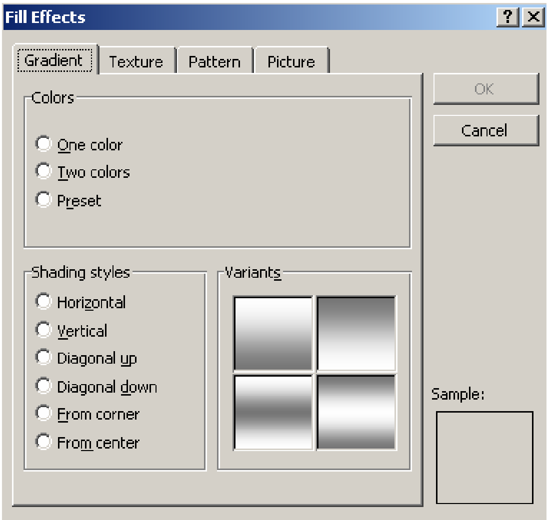
1. Click Format and Background
2. Background Colors will be appear as shown in fig below.



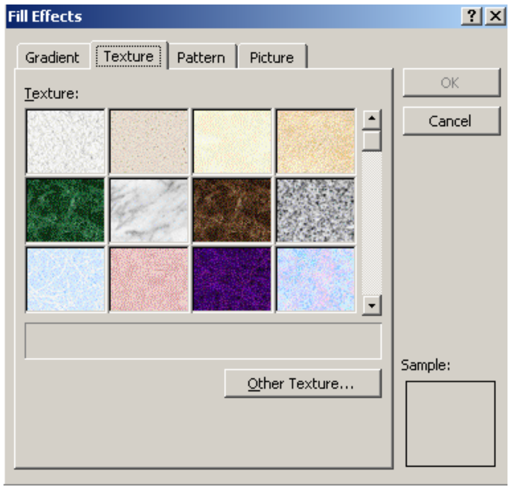
3. Select the required color from the color list.
4. If you want more colors then click More Colors
5. More Colors will be display as shown in fig below.



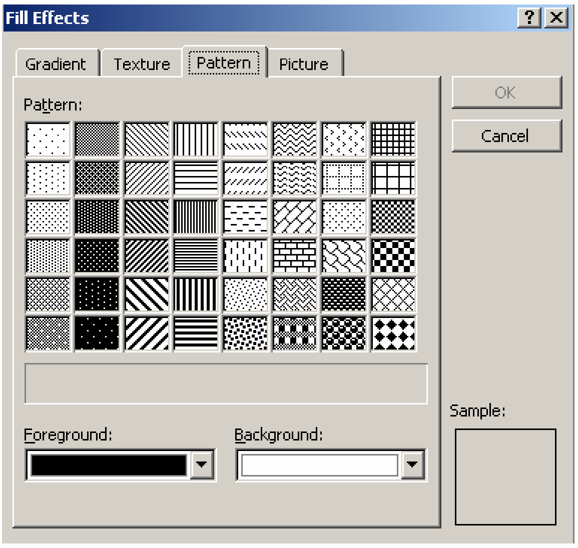
6. Click Fill Effects to display t he Fill Effects box.
7. FILL effects dialogue box will be appear as shown in fig below.
8. Select Gradient tab, choose one color, two colors, preset and shading styles.
9. Click Ok to apply Gradient.



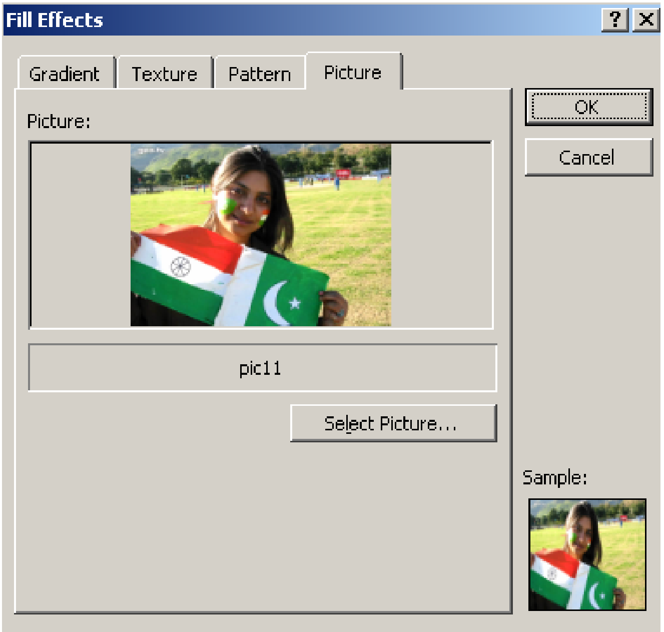
10. Select Texture Tab to apply pre-made tiles and background colors
11. Select the style of tile and click Ok to apply Texture.



12. Click the Pattern tab
13. Choose the pattern you want to apply
14. Click Ok to apply the pattern



15. Click Ok to apply the pattern
16. Select the Picture tab
17. Click on 'select picture' button and browse the picture from the location where you have store.
18. Insert the picture and click OK to insert the picture in background of the document page.

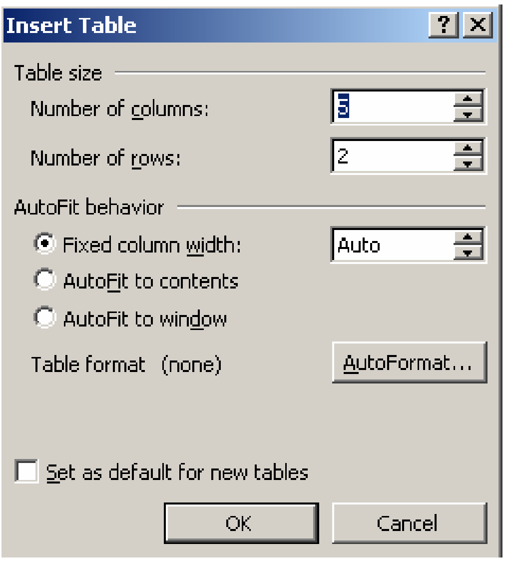


Working with Tables

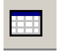
Tables are used to organize and present the data in tabular format. There are varieties of uses of table. A Table is a combination of rows and columns. There are so many ways to draw a table in Word 2000.

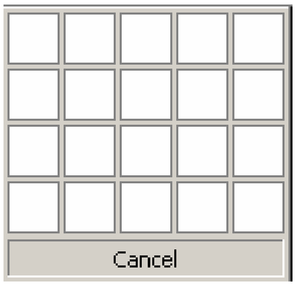
1. Table Through the Table Menu

1. Click Table Menu and the click Insert Table.
2. Insert Table dialogue will be appear.
3. Give the number of columns in Number of columns box.
4. Give the number of rows in Number of row box.
5. Give the column width
6. Click Ok to insert a table in a document



1. Table Through Insert Table Icon

7. Click Insert Table Icon  on the standard tool bar..
8. Select the required number of column and rows
9. Insert Table layout will appear

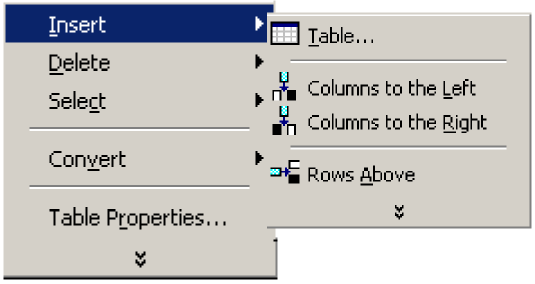


10. Leave the mouse
11. The table of required number of rows and columns will display

How to insert a column in a table

To insert column in a table there are following steps;

1. Place the cursor in a column before or after which you want to insert a column.
2. Click Table Menu and insert then click insert column left or right
3. The column will insert



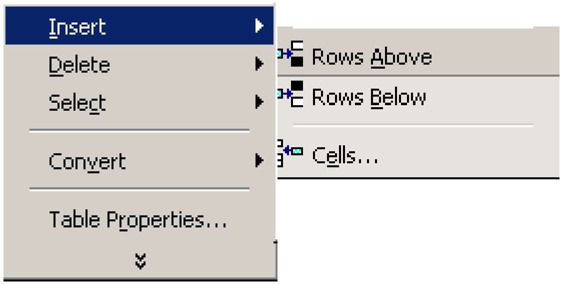
How to insert a row in a table

To insert row in a table there are following steps ;

1. Place the cursor in a row above or below which you want to insert a row.

2. Click Table Menu and insert then click insert row above or below

3. The row will be insert



How to delete a column in a table

To delete column in a table there are following steps;

4. Place the cursor in a column you want to delete.
5. Click Table Menu and delete then click column.
6. The column will delete.

How to delete a row in a table

To delete row in a table there are following steps;

7. Place the cursor in a row you want to delete.
8. Click Table Menu and delete then delete row.
9. The row will delete.

Merge Cell

In Microsoft Word and Microsoft PowerPoint, combines the contents of selected adjacent cells into a single cell. In Microsoft Excel, combines two or more selected cells into a single cell. The cell reference for a merged cell is the upper-left cell in the original selection. Merging multiple cells into one cell will keep the contents of the upper-left cell only.

Split Cell/ Unmerge Cell

In Microsoft Word and Microsoft PowerPoint, splits the selected cells into the number of rows and columns you enter. In Microsoft Excel, separates a merged cell into the cells that were originally combined.

<table>
<tr><td></td><td></td><td colspan="6"></td><td></td><td></td></tr>
<tr><td></td><td></td><td rowspan="3"></td><td rowspan="3"></td><td colspan="2" rowspan="3"></td><td rowspan="3"></td><td rowspan="3"></td><td></td><td rowspan="3"></td></tr>
<tr><td rowspan="2"></td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td><td colspan="3"></td><td colspan="3"></td><td></td><td></td></tr>
</table>

Table AutoFormat

In Microsoft Word, automatically applies formats, including predefined borders and shading, to a table. Automatically resizes a table to fit the contents of the table cells. There are following steps to apply Autoformat Table.

1. Select the Table
2. Click Table Menu then click Autoformat Table
3. Select the desired format
4. Auto Format Table will be apply

Course No.	Course Name	Test	No. of Topics covered		Reason for Rechduled	No. of period Missed/Rescheduled	Total No. of Attendance
		Actual Planned	Theory	Practical	NIL	NIL	Lect atten/ lect deliv*100
11	CO/OA	4/4	25/25	30/30	NIL	NIL	1619/1775*100=91.21 %

Sorting Data in Table

Sort Ascending

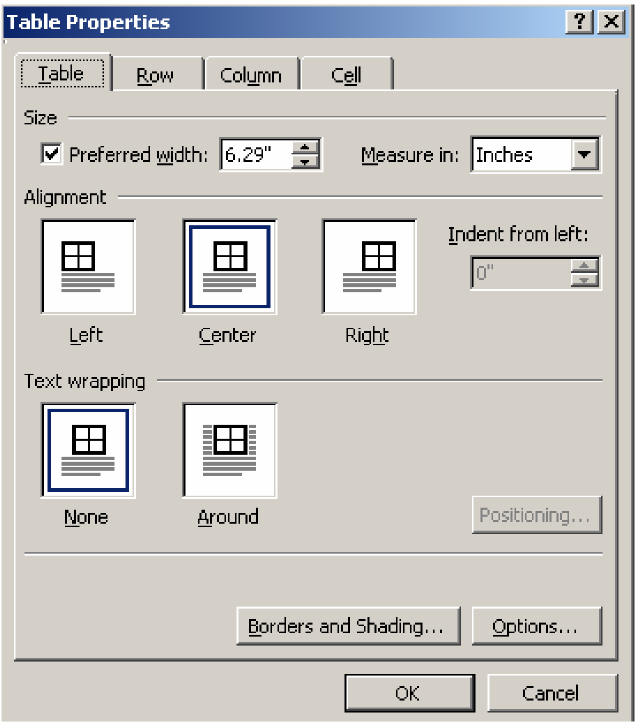
Sorts the selected items in order from the beginning of the alphabet, the lowest number, or the earliest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect. To apply sort ascending, select the table and then click on sort ascending icon

Sort Descending

Sorts the selected items in order from the end of the alphabet, the highest number, or the latest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect. To apply sort ascending, select the table and then click on sort descending icon

Table Properties

Sets various options to the table such as the table size, alignment, and text wrapping; the row height, row page breaking, and row header options; the column width; and the cell size, alignment, and other cell options. To apply different table properties click Table menu then Table Properties. 'Table Properties' dialogue box will appear. Choose the properties and then click OK.



Formula in Table

To Performs mathematical calculations on numbers the Formula is used. To apply the formula,

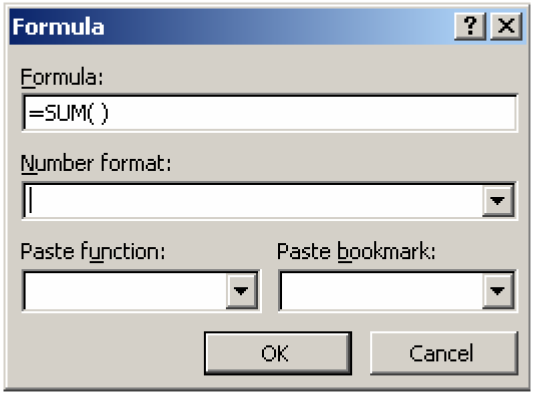
1.Place the cursor in cell where you want to result of formula.

2. Click Table menu the click Formula.

3. Press = sign before apply any formula

4. Choose the formula name.

5. Click Ok to apply the formula

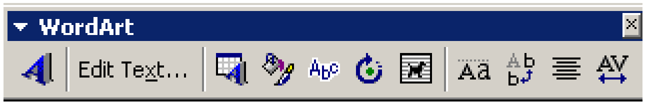


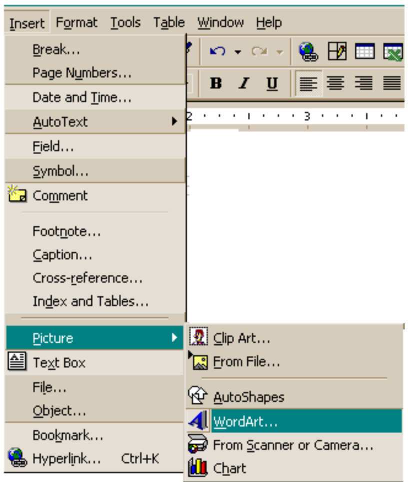
Working with Word Art

To apply a Word Art in office document there are so many ways.

Through Insert Menu and WordArt tool bar

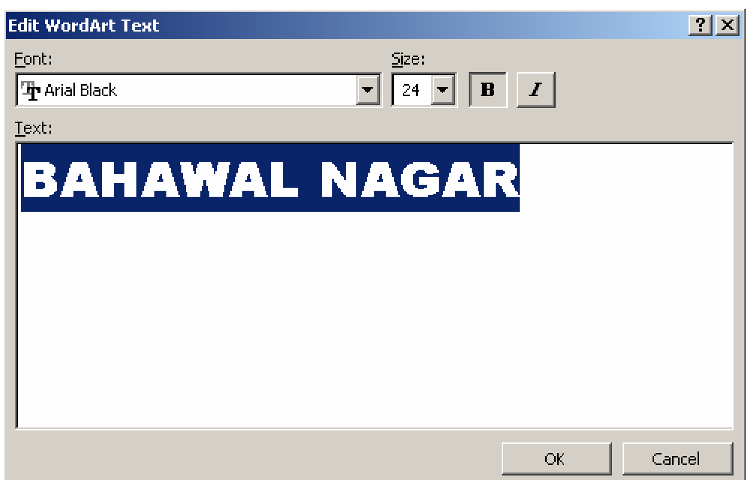
1. Click Insert menu ☛ Picture ☛ Word Art or Click Insert WordArt icon 
2. Word Art Gallery dialogue box will be appear







3. Select the style from the Word Art Gallery and click OK
4. Edit Word art Text dialogue box will be appear
5. Type the desire text
6. Select the font, Font Size, Bold or Italic and click OK



7. WordArt text will be appear as shown below
8. Select the WordArt text and apply the Edit text, Rotate, WordArt Shape, Wrap Text



Working with Drawing Tool Bar

To draw different drawing objects Drawing Tool Bar is used. There are following main objects on drawing tool bar.

Select Objects:

Changes the pointer to a selection arrow so you can select objects in the active window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.

AutoShapes

It is used to draw different shapes (arrows, basic shapes, callouts, flow chart Symbols etc.)

Line

Draws a straight line where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

Arrow

Inserts a line with an arrowhead where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

Rectangle

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT and drag.

Oval

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT and drag.

Text Box

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

Insert WordArt

Creates text effects by inserting a Microsoft Office drawing object.

Clip Art

Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.

Fill Color

Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern, and picture fills..

Line Color

Adds, modifies, or removes the line color from the selected object.

Font Color
Formats the selected text with the color you click.

Line Style
By the help of this tool there are different line styles

Dash Style
By the help of this tool we apply different Dash style on the lines.

3-D
This tool can apply different shadow styles.

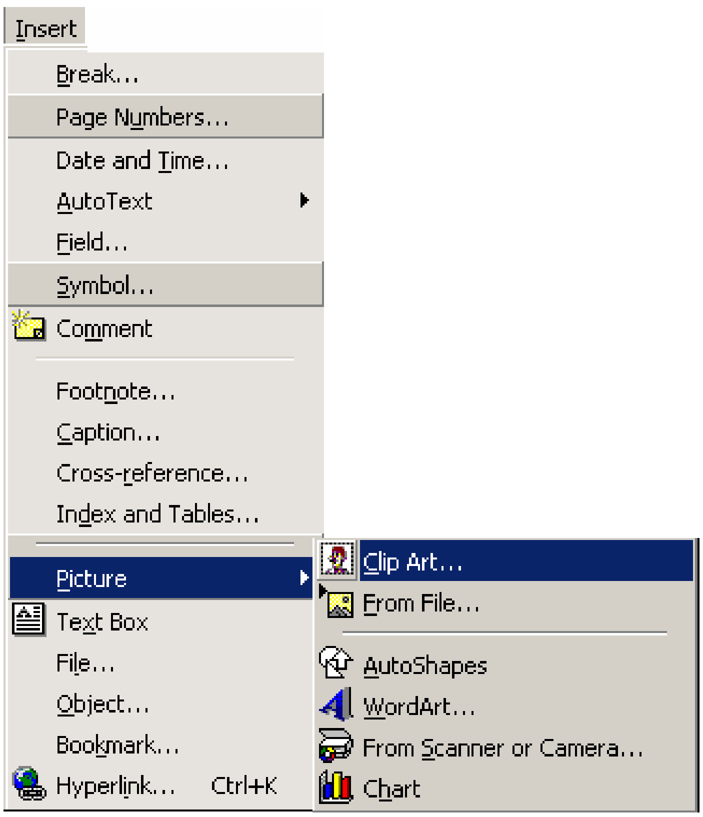
Shadow
This tool can apply different 3-D styles.

Working with Pictures

In Microsoft Word document we can insert picture from ClipArt, From Scanner, Camera and from different files. To insert picture in a document there are following ways:

1. Click Insert Menu ☛ Clipart ☛ Picture or click on Insert Clip Art icon on drawing tool bar.
2. Clip Art Gallery will be open
3. Select the category of pictures
4. Choose the picture from Insert Picture dialogue box and insert it into the insertion point.

Pictorial view of this process is as shown below;

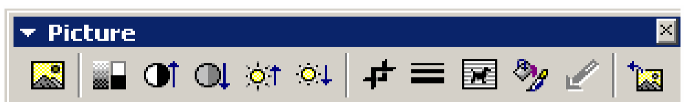






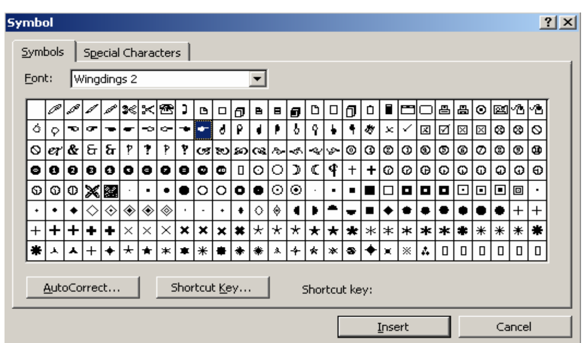
Picture Formatting

To change the color, size, contrast, brightness, darkness, image control and formatting of the picture select the picture and then use the tools from the Picture Tool Bar to format the picture as shown in fig below.



Inserting Symbols

There is an un-limited range of symbols available in different types & styles. To insert symbols in a document click Insert Menu ----Symbols----Symbols dialogue box will be appear, Select the desired symbol and click Insert button.



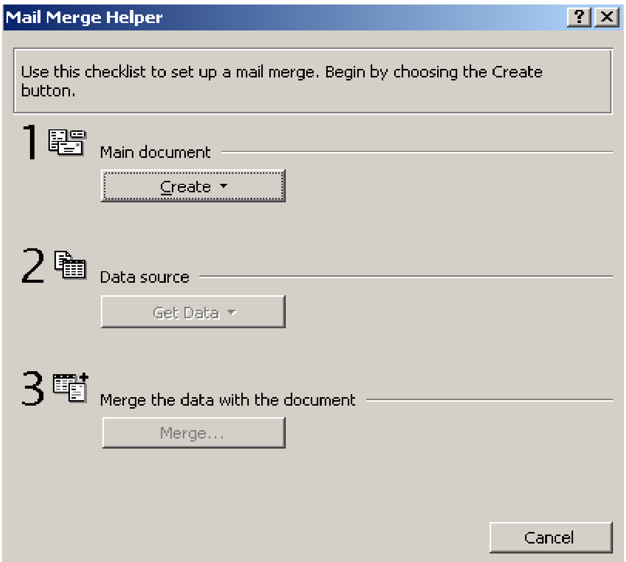
Managing Data in Microsoft Word

Word is more than just a word processor; it is a tool for managing the information. In a Word we can sort, find and search through the list of data: names, address, designation and some other information from an inventory system and so on from another kind of database. In this lesson we will learn about how to create a form, letter, labels and other documents. This can only be done by Mail Merge in Word.

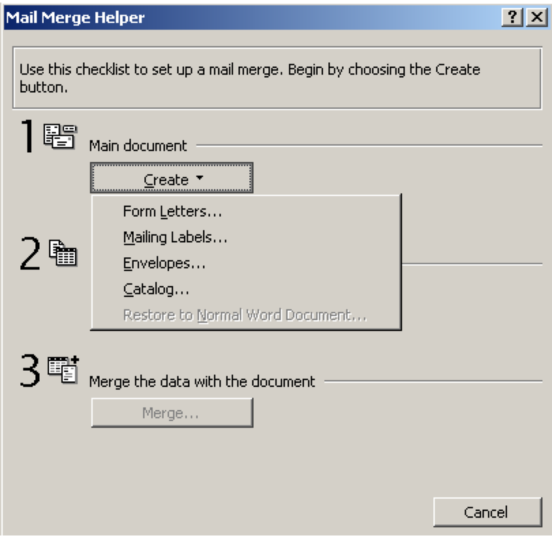
Understanding the Mail Merge

The ability to store list of personals or business contacts we can use the Mail Merge. There are following steps to create a new data source.

1. Choose Tools Menu ☛ Mail Merge
2. Mail Merge Helper dialogue box appear as shown in fig given below;.



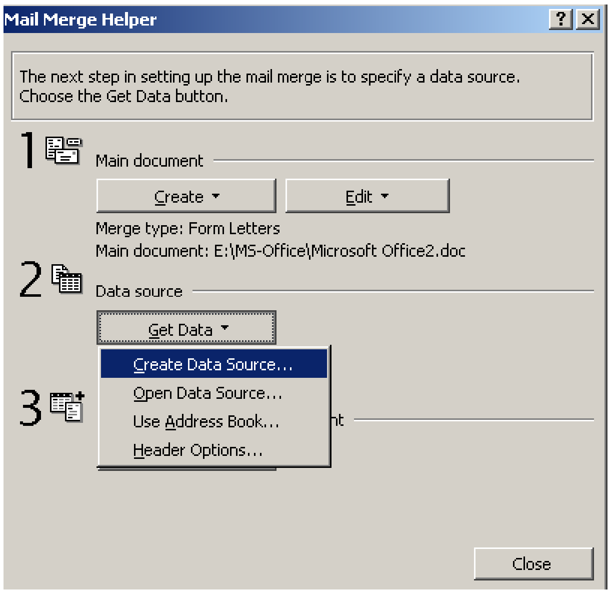
3. Click the Create button as shown in fig below;



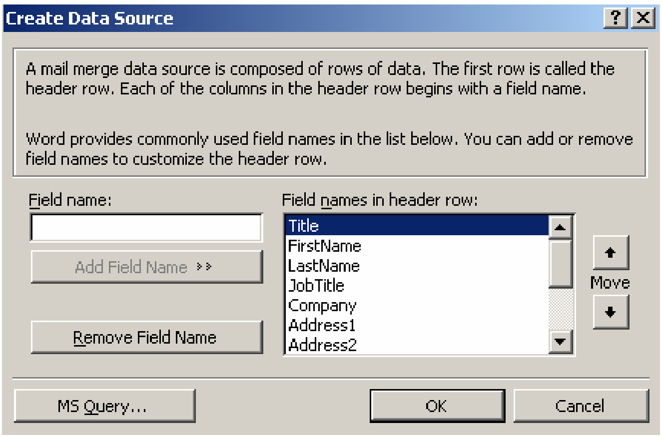
4. Choose the type of main document
5. After Choosing the main document Word asks if you want to use the Active document or new document for your main document as shown in fig below



6. Choose Active Window a new Mail Merge Helper dialogue box will be appear again
7. Click on Get Data button ☛ Create Data Source

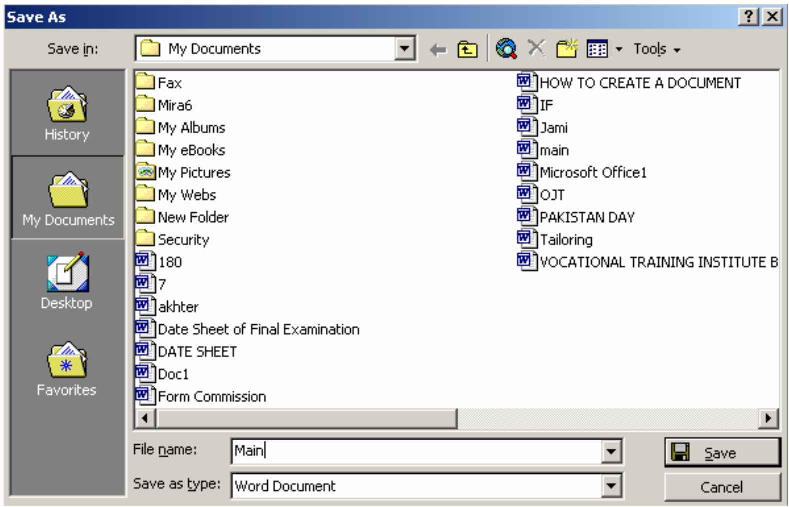


8. Click on Create Data Source the create data source dialogue box will be appear as shown below in fig.

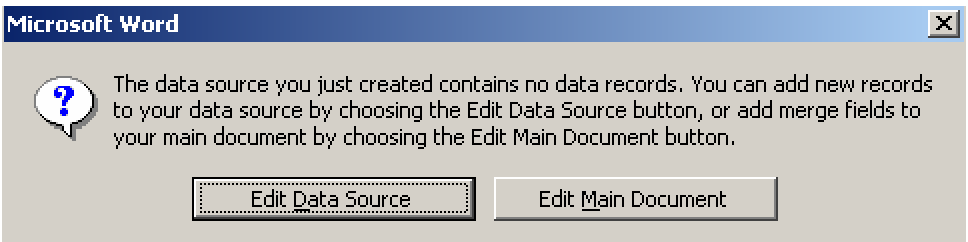


9. Choose the fields you want and remove other fields and click OK

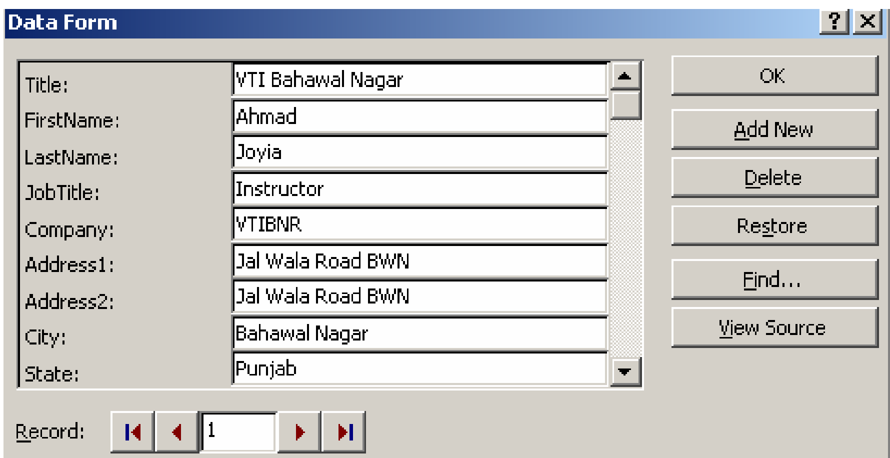
10. Save As dialogue box will be appear
11. Give the name of document



12. Click Save button a new dialogue box will be appear



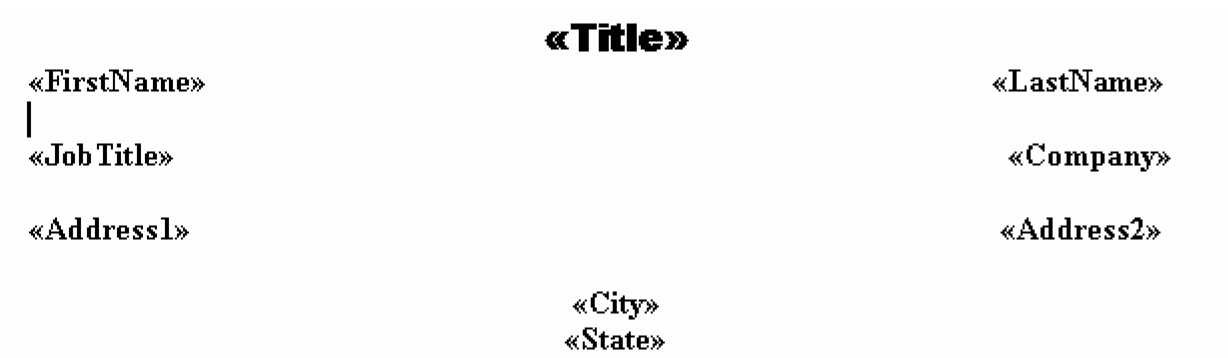
13. Click Edit Data Source button a Data Form will be appear



14. Enter the information in Data Form and Click Ok
15. Mail Merge tool bar will appear in main document as shown in fig below.



16. Click Insert Merge Field option, click on field you want to insert in a document in an insertion point where you want.



17. lick the View Merged Data icon 

This is a way you want to merge the information through the Mail Merge.

Theory Exercise

Questions

1. Circle the True and False.

1. Microsoft Word is spread sheet software. (T / F)
2. By increasing the zoom size, font size of the text also increases. (T / F)
3. The dimension of the Legal Size paper is 8.5” x 13”. (T / F)
4. The minimum zoom size in Word 2000 is 25 % (T / F)
5. In Word-2000 we can not insert table without mouse (T / F)

2. Fill in the blank.

1. The maximum zoom size in Word 2000 is ______________________________.
2. To Check the Spelling & Grammar keyboard shortcut ______________is used.
3. The dimension of letter size paper is _________________________________.
4. In MS-Word Shift + F7 key is used for _______________________________.
5. Ctrl +5 key from the keyboard is used for______________________________.

3. Write down the functions of the following shortcut keys.

1. Ctrl + E: ____.
2. Ctrl + 2: ____.
3. F5: ____.
4. F12: ____.
5. Ctrl + = :____.

Practical Exercise-1

Topic: Prepare the following assignment.	Date:

To,

The Manager,

Human Resources,

Milkpak Limited,

308-309 Upper Mall Lahore.

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR/ OFFICE ASSISTANT

Respected Sir,

In response to your advertisement in daily “The Jang” dated 27th February 2000, I enclose my resume as a first step in exploring the possibilities of employment with your organization. I have completed my Computer Operator/Office Assistant Course from Vocational Training Institute Bahawal Nagar. I am also ready to work as a trainee. I hope you will consider my case favourably. If selected I, assure you that I shall do my best to give you full satisfaction with my work and behaviour.

Thanking You,

Yours Truly,

(Signature)

Shahzad Khan

House No. 55/B Jinnah Colony, Jail Road, Bahawal Nagar.

Dated: 15-01-2005

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-2

Topic: Prepare the following assignment.	Date:

To,

The Manager Public Relations,
Sarah Textiles Mills Limited,
24-K.M. Multan Road,
Lahore.

Subject: **STUDY TOUR OF SARAH TEXTILES LIMITED**

Sir,

It is submitted that we are the Students of Textile Designing Class, and we want a Study Tour of your Computer Department of Sarah Textile Mills Limited. Please, allow us & arrange all the possibilities of the tour. We shall be highly thankful to you and appreciate your coordination.

Our Visit Schedule will be as follows & you can make necessary changes in this schedule according to your duties & schedule.

Unit of Visit	**Date**	**Time**	
1. **Welcome address**	**15th April 2000 at**	**9.00**	**AM**
2. *Weaving Unit*	..	*10.00*	..
3. Knitting Unit	..	10.30	..
4. *Dying Unit*	**..**	***11.00***	..
5. Furnishing Unit	..	11.30	..
6. *Packing Unit*	**..**	***12.00***	..
7. Designing Unit	..	12.30	..
8. *Lunch*	**..**	***1.00***	**..**
9. Visit of Cut Price Shop	..	*2.00*	..
10. **Farewell address of Host**	**..**	**2.30**	**..**

Thanking You,

Students of Textile Designing Trade,
Vocational Training Institute (VTI),
Bahawal Nagar.

Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-3

Topic: Prepare the following assignment.	Date:

EXERCISE:

Q.No: 1 Which of the following items you can find on screen when you started windows:-

(a)	~~Taskbar~~	~~YES~~	~~NO~~
(b)	~~Start Button~~	~~Yes~~	~~No~~
(c)	My Computer Icon	Yes	No
(d)	Network Neighbourhood ~~Icon~~	*Yes*	No
(e)	Recycle Bin Icon	Yes	No
(f)	Microsoft Exchange Icon	~~Yes~~	~~No~~

Q.No: 2 *Left click the "Start" button and confirm that following list pop-ups*:-

♦ Run	Yes	No
♦ Help	Yes	No
♦ Find	Yes	No
Setting	Yes	No
♦ Document	Yes	No
Program	Yes	No

FORMULA: H_2SO_4 $KMNO_4$ H_2O

H_3NO

$A^2+B^2+C^2=2ABC(A^2,B^2,C^2)+ABC^3 = X^2+Y^2(8XY)+X+Y(X_3+Y_3)$

DATE COMMAND:

It is used to display & change the system date. The date command is run automatically when you boot your computer. Computer has an internal clock on the board. The board uses a battery to maintain clock even when the computer is turn off.

Syntax: **Date Message:**

Current date is

It is used to display & change the system time. The time command is run automatically when you boot your computer. The computer has an internal clock on board. The board uses a battery to maintain clock even when the computer is turn off.

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise 4 **Topic:** Prepare the following assignment.	Date:

SCHOOL/COLLEGES IN DIFFERENT CITIES OF PAKISTAN

City Name	**Karachi**		**Lahore**		**Faisalabad**		**Rawalpindi**		**Multan**	
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural
Colleges	**112**	**215**	**89**	**245**	**38**	**244**	**37**	**233**	**18**	**331**
Schools	**345**	**346**	**464**	**345**	**356**	**352**	**234**	**234**	**244**	**522**

FIRST CLASS PLAYERS IN DIFFERENT GAMS

Game	**Cricket**		**Hockey**	**Football**	**Tennis**
	One-day	Test			
Pakistan	**344**	**344**	**343**	**233**	**222**
India			**234**		**443**

CROPS POSITION OF SOUTH ASIAN COUNTRIES

Category	**Pakistan**	**India**	**Sri Lanka**	**Bengla Desh**	**Nepal**	**Maldives**	**Bhutan**
Wheat	**363633**	**3453453**	**3456**	**3455**	**354**	**333**	**344**
Rice	**3534533**	**3534534**	**4353**	**3455553**	**345**	**3444**	**321**
Sugarcane	**34535**	**35345**	**34534**	**345345**	**345**	**344**	**324**
Tea	**345**	**35345343**	**345344**	**353535**	**345**	**3444**	**334**
Cotton	**35345**	**3454**	**3534**	**35345**	**345**	**344**	**33**
Corn	**34534**	**3444**	**345**	**3555**	**345**	**344**	**33**

Lahore Stock Index Limited Lahore

Company Name Year	**Year of Incorporation**	**Paid up Capital (Rs. Millions)**
Dawood Cotton Mills	**1963**	**77.567**
Burewala Textiles Mills	**1960**	**166.570**
Dawood Hercules Chemicals	**1985**	**150.000**
Lawrencepur Woolen Mills	**1988**	**202.870**
Orient Insurance Company	**1993**	**186.000**
Dawood Fibre Limited	**1996**	**185.000**

PAKISTAN Zinda Abad

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-5

Topic: Prepare the following assignment.	Date:



Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise 6 **Topic:** Prepare the following assignment.	Date:

SYMBOLS:

There is an Un-limited range of symbols available in different types & styles. Select one of them and click on insert button or double click on that symbol. It will appear at that place of document where cursor is blinking.

Different Types of Symbols

♠	ϒ	©	®	¼
	½	¾		
🖷	🖱	☎	☒	☑
	☒	💻		
🖰	✂	🖫	♣	◀
	▶	(		

AUTO TEXT:

The Auto Text is used for inserting different types of words in your document automatically. For this function you should must insert that word or words once and they are permanently stored in the memory of computer. You can remove them when you want. For add/remove auto text entry you should use same button.

USE OF PICTURE

Insert Clip Art

Opens the Clip Gallery where you can select the clip art images you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Introduction

Microsoft Excel is a Spread Sheet or Electronic Sheet program. It is use to create result sheets, salary sheets, account statements, bank statements, vouchers and ledgers etc. We can solve the accounting and mathematical problems .It has so many formulas, graphs/charts etc. It is also a member of Microsoft Office Family. It is advance form of Lotus-123, which is also spreadsheet software. It allows us to perform various calculations, estimations and formulations with data. Microsoft Excel consists of Workbooks and Worksheets. Worksheets consist of rows and columns and cells.

Cell

A cell is intersection of row and column. It can also be defined as: a cell is basic unit of worksheet.

Row

A Row is collection of fields. Horizental information in a worksheet is called Row. There are 65536 rows in a single worksheet.

Column

A Column is vertical information in a worksheet. It is also denoted by field. There are 256 columns in a single worksheet.

Worksheet

A Worksheet consists of rows and columns. Or a collection of rows and columns is called worksheet.

Workbook

A collection of worksheets is called Workbook. Workbook is a single document of Microsoft Excel.

Active Cell

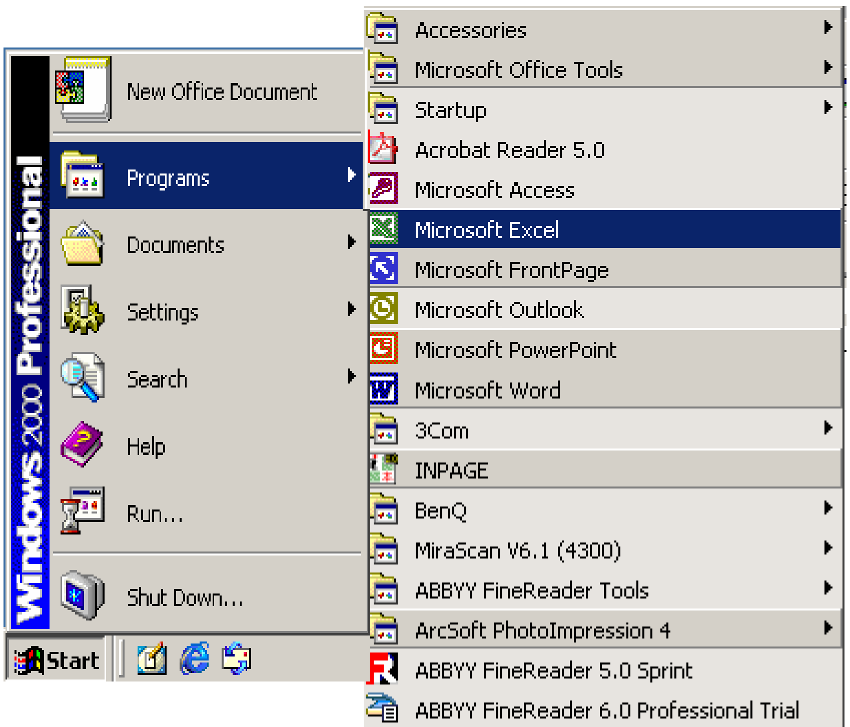
A cell in which you want to enter and edit data. A cell where there is a cursor is called Active Cell.

Starting Microsoft Excel 2000

There are almost so many ways to starting Microsoft Excel in Windows. Here we discuss on two common and easiest ways to starting the Microsoft Excel.

Method-1

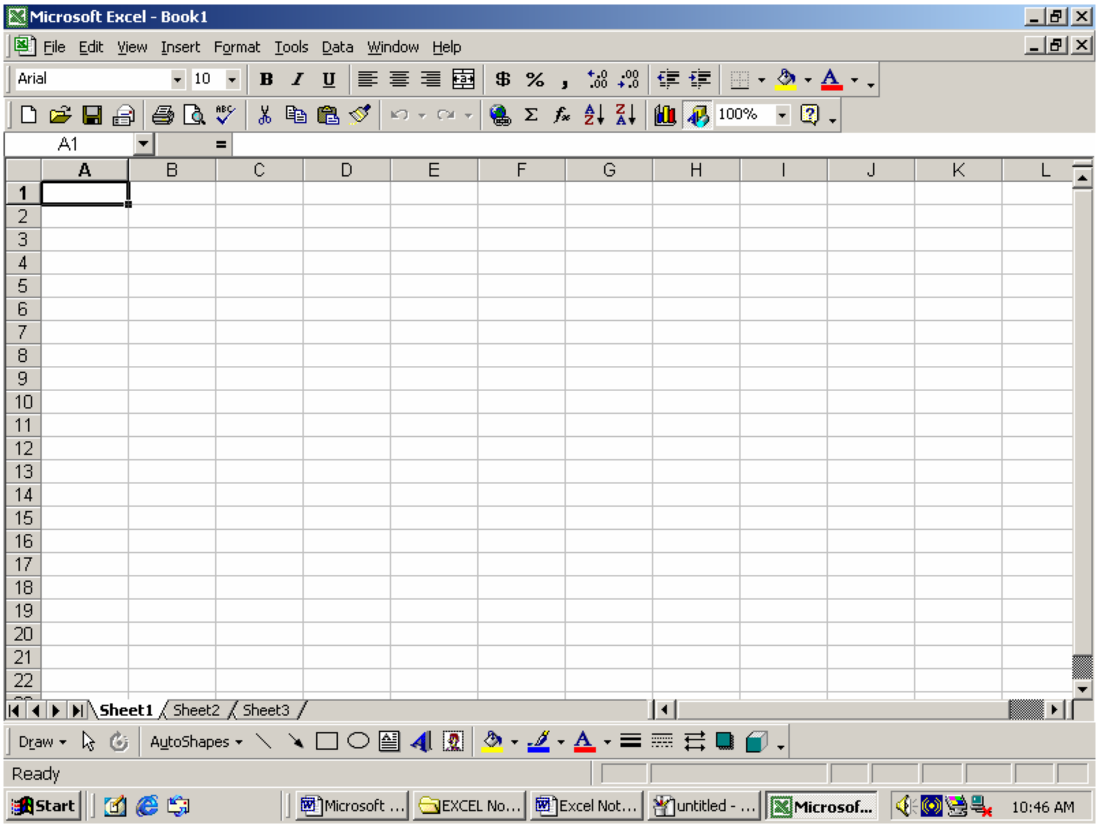
1. Click the start menu on task bar.
2. Click the program submenu on the start-menu.
3. Click the Microsoft Excel icon on the submenu of programs.



4. This will run the Microsoft Word wall paper

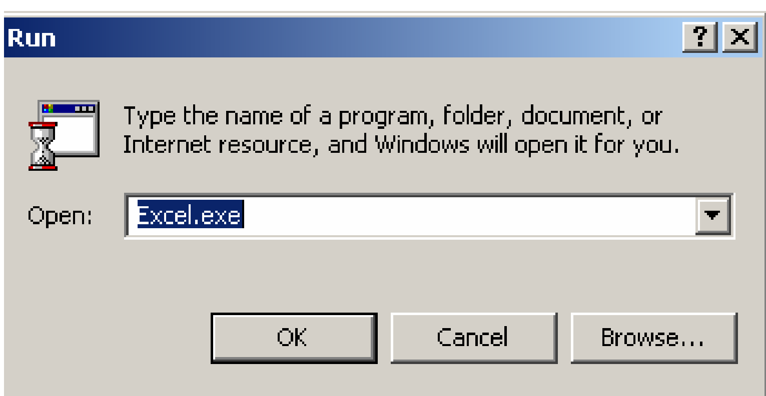


5. After showing wallpaper it will display the Microsoft Excel blank document.



Method-2

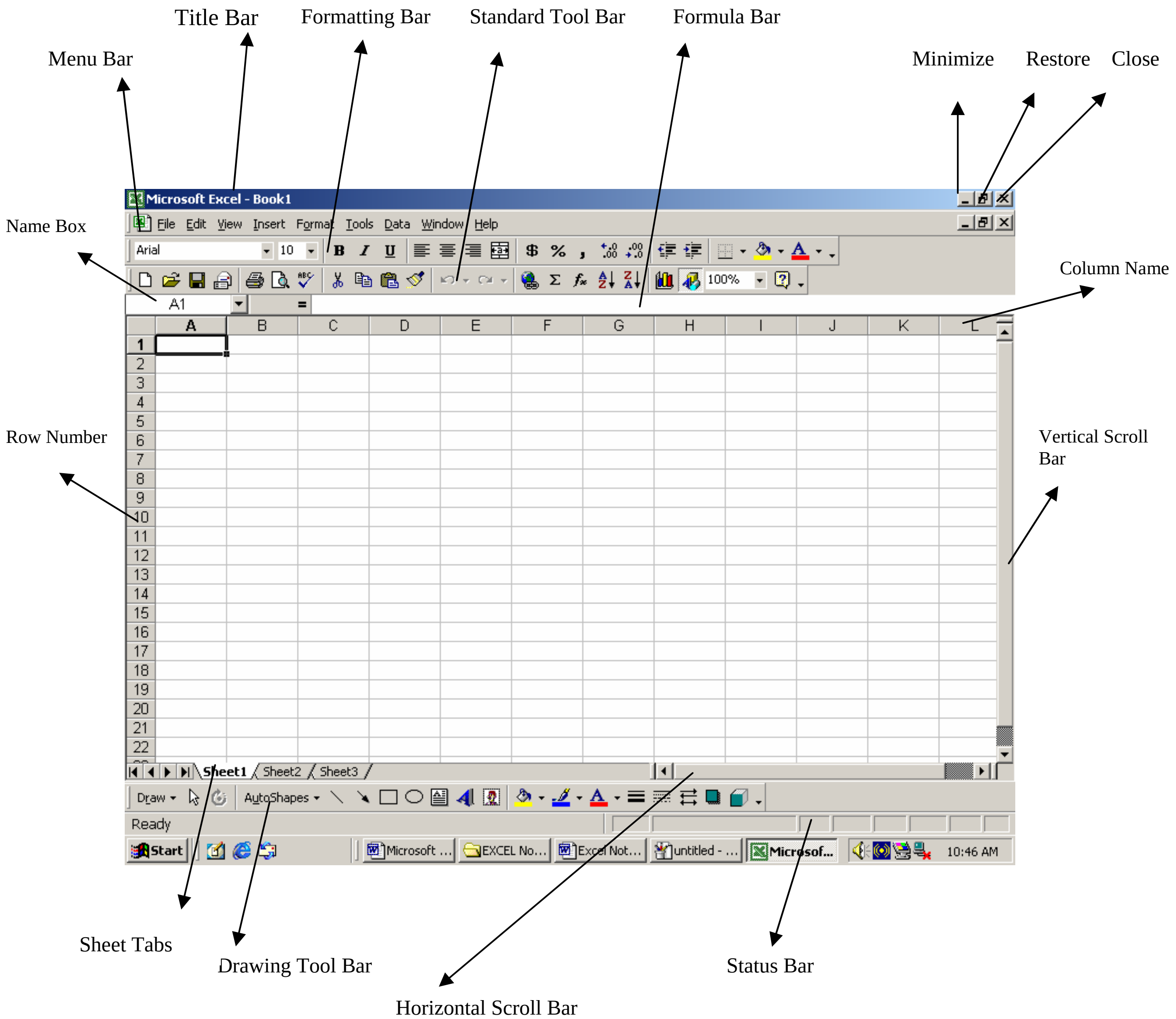
1. Click the start menu button in the right corner of task bar.
2. Click the Run submenu on the start-menu.
3. Run dialogue box will be appear.
4. Type the 'Excel.exe' in Open box.
5. Click ok to continue.



6. After clicking Ok the Microsoft Excel Workbook will display.

Microsoft Excel 2000 Interface

The followings are the major components of the MS-Excel 2000 Interface



1. Title Bar
2. Menu Bar
3. Formatting Bar
4. Standard Tool Bar
5. Formula Bar
6. Name Box
7. Column Names
8. Row Numbers
9. Vertical Scroll Bar
10. Drawing Tool Bar

11. Status Bar
12. Sheet Tabs
13. Horizontal Scroll Bar
14. Status Bar
15. Working Area.

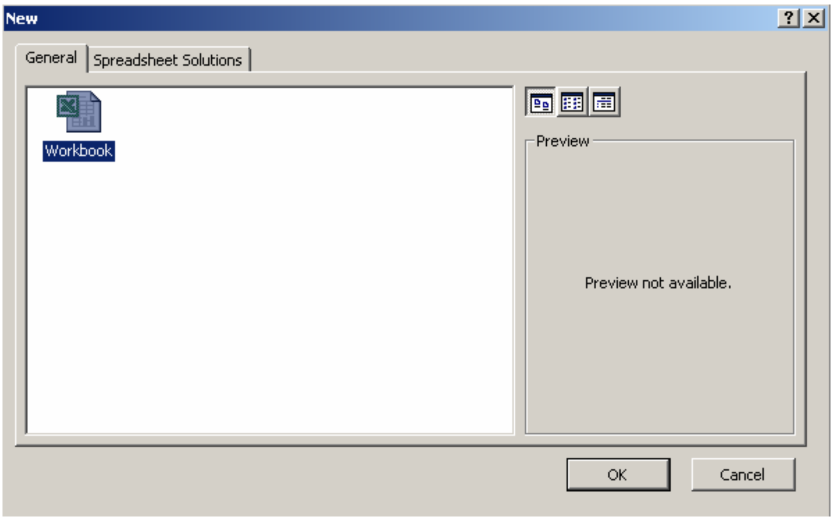
Creating Worksheet

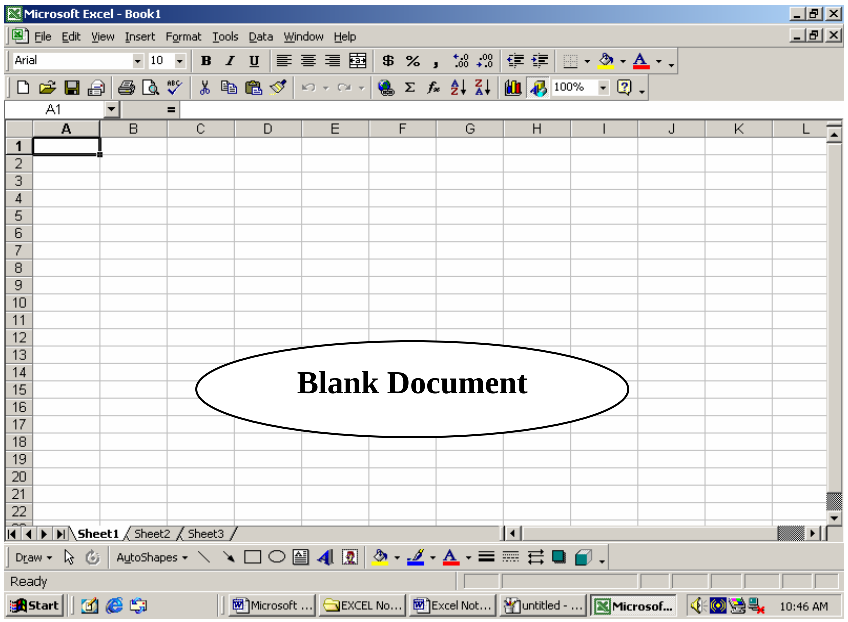
There are several ways to creating a new document in excel 2000.

1. From Menu Bar

There are following steps involved to creating new documents from the menu bar.

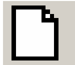
1.Click File menu
2.Click New submenu
3.New Document dialog box will be appear
4.Select the Blank Document icon
5.Click OK to continue the process
6. It will display the new blank document
7.Type the text in the worksheet.





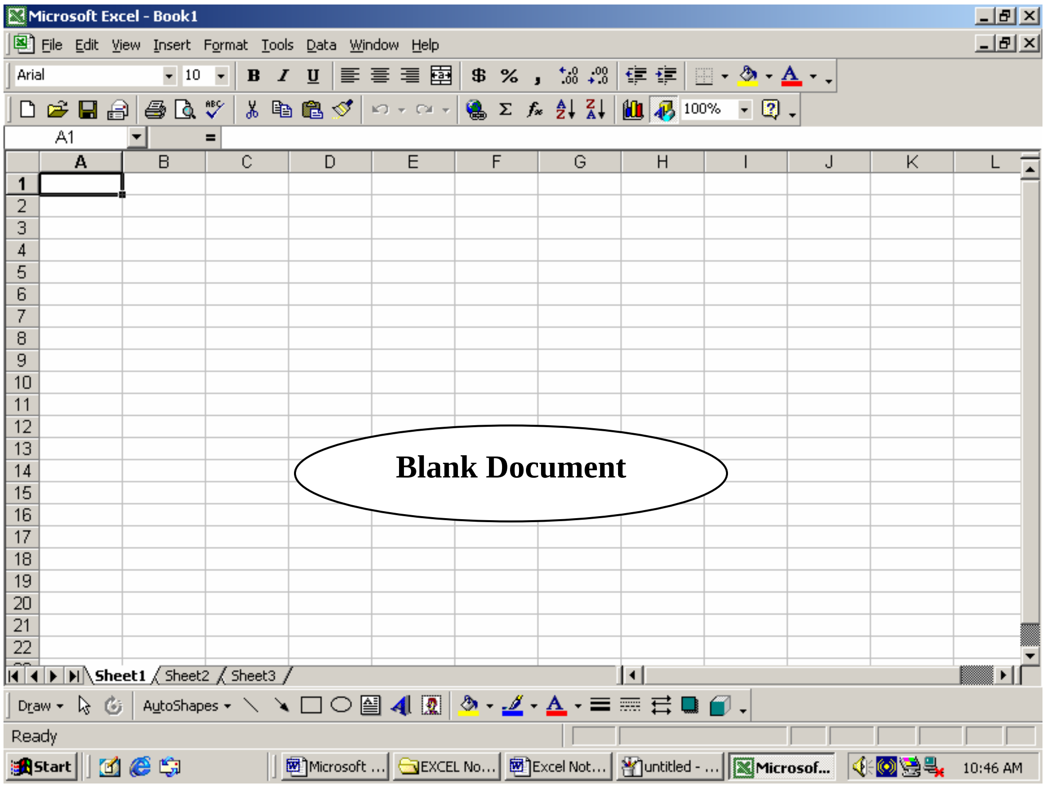
2. From Tool Bar

There are following steps involve to creating a new documents from tool bar.

I. Click on New tool on a standard tool bar 

II. It will display the new blank document

III. Type the text in document which you want



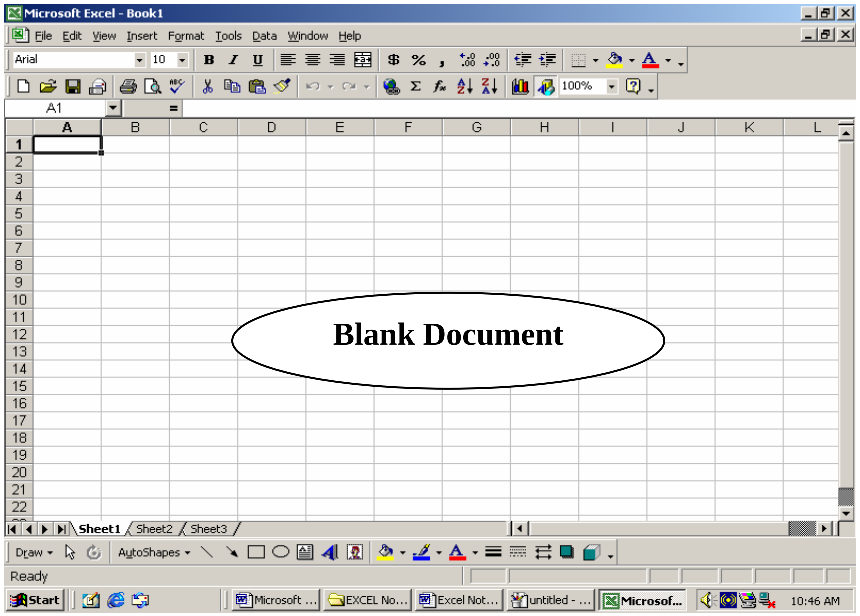
3. Through Key Board Shortcut

There are following steps involved to creating new documents through keyboard shortcut.

I. Press Ctrl + N from the key board

II. It will display the new blank document

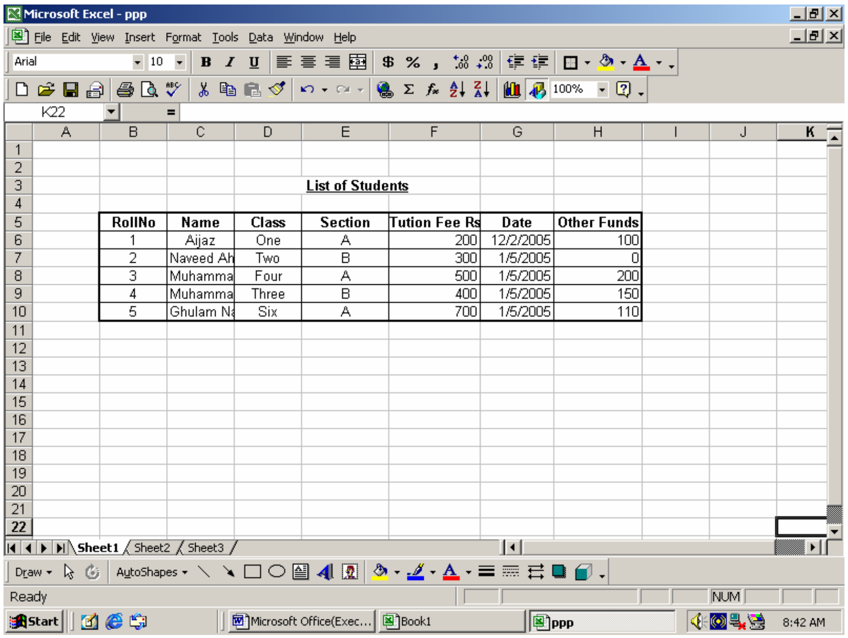
III. Type the text in document page which you want



Entering Data into Worksheet

There are following steps to enter data into the worksheet.

1. Select the cell in which you want to enter data.
2. It will be active.
3. Type the text from the keyboard.
4. Move the cursor left, right, up and down by the arrow keys as shown in fig given below.

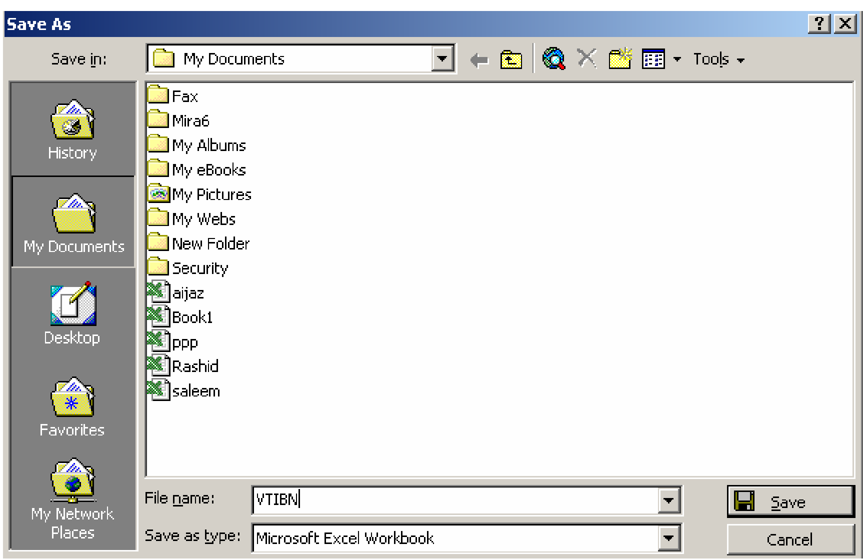


Saving Worksheet

There are different ways to save worksheet.

From File Menu

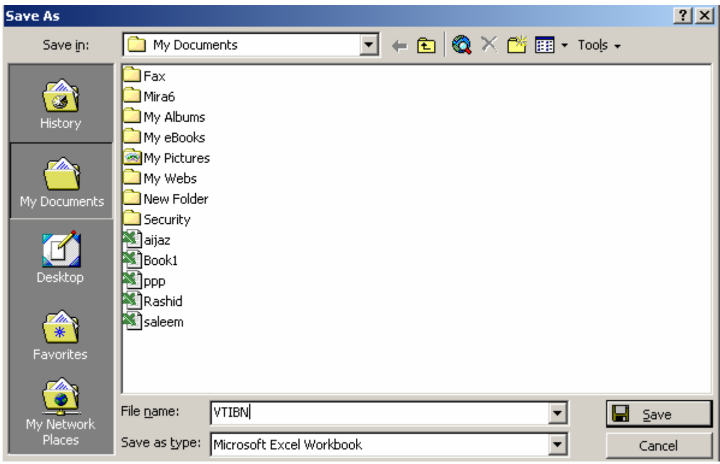
1. Click File Menu
2. Click Save submenu
3. Save As dialogue box will be appear



4. Choose the location or give the name of the folder where you want to save
5. Type the name of file in File name box
6. Give the type of the worksheet in Save as type box
7. Click Save button
8. The desired worksheet will be save. The extension of Excel document is ‘xls’.

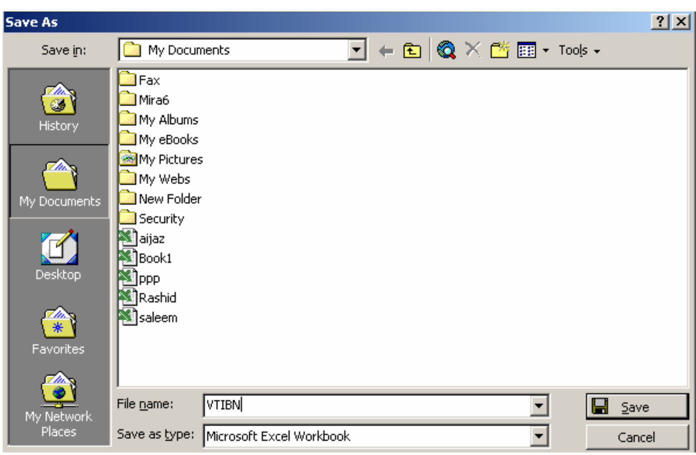
From Tool Bar

1 Click Save tool on standard tool bar
2. Save As dialogue box will be appear
3. Choose the location or give the name of the folder where you want to save
3. Type the name of file in File name box
4. Give the type of document in Save as type box
5. Click Save button
6. The desired document will be save



Through Keyboard

1. Press Ctrl+S from the keyboard
2. Save As dialogue box will be appear
3. Choose the location or give the name of the folder where you want to save
4. Type the name of file in File name box
5. Give the type of document in Save as type box
6. Click Save button
7. The desired document will be save

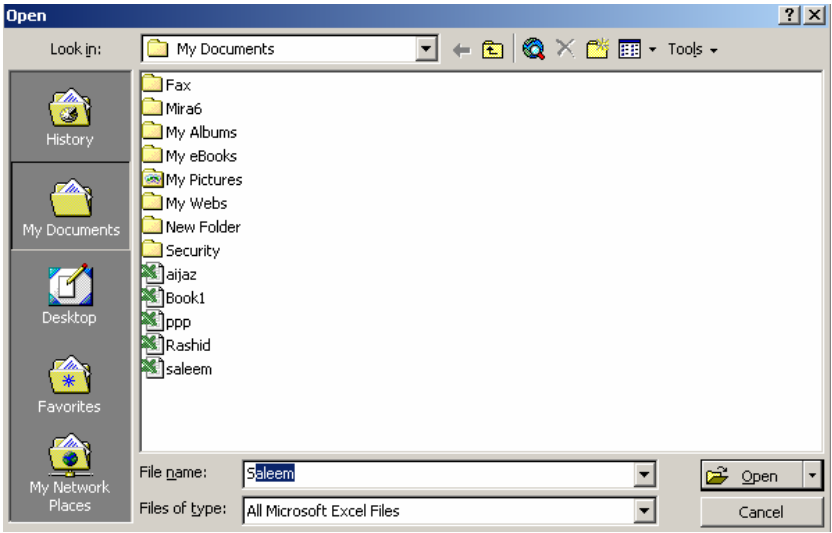


Opening an Existing Worksheet

Here are some common ways for opening Excel worksheet.

From File Menu

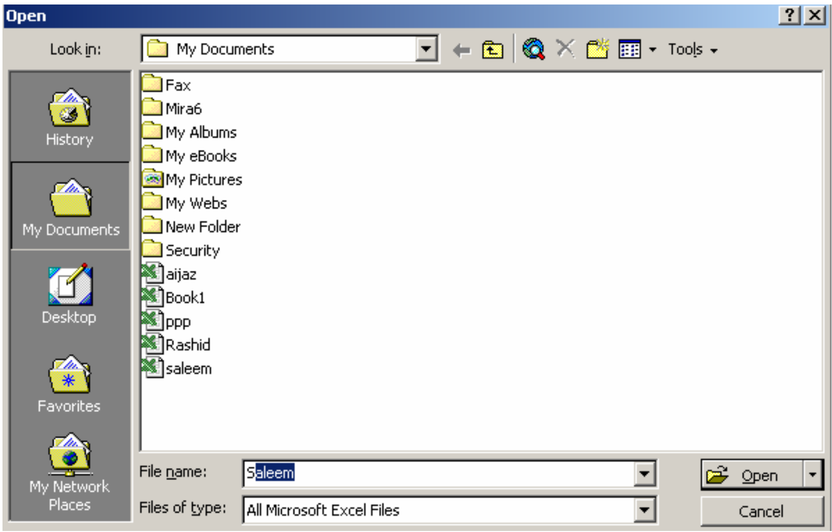
1. Click File Menu.
2. Click Open submenu.



3. Open dialogue box will be appear.
4. Choose the location or look in folder where the file is stored.
5. Select the name of the file from the file lists or type the name of the file in File name Box.
6. Give the type of document in File of type box.
7. Click Open button
8. The desired document will be open

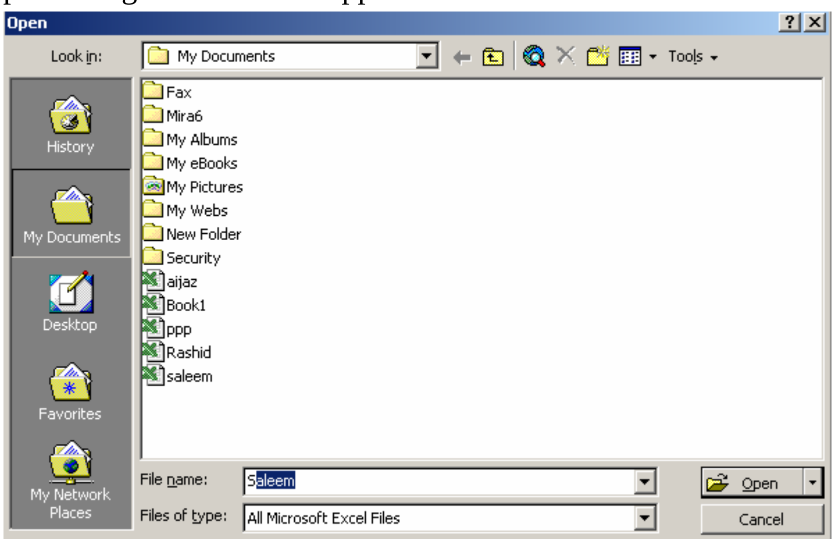
From Tool Bar

1. Click Open Tool  on the standard tool bar.
2. Open dialogue box will be appear as shown below in fig.
3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name
5. Box.
6. Give the type of document in File of type box.
7. Click Open button
8. The desired document will be open



Through Keyboard

1. Press Ctrl+O from the keyboard
2. Open dialogue box will be appear.

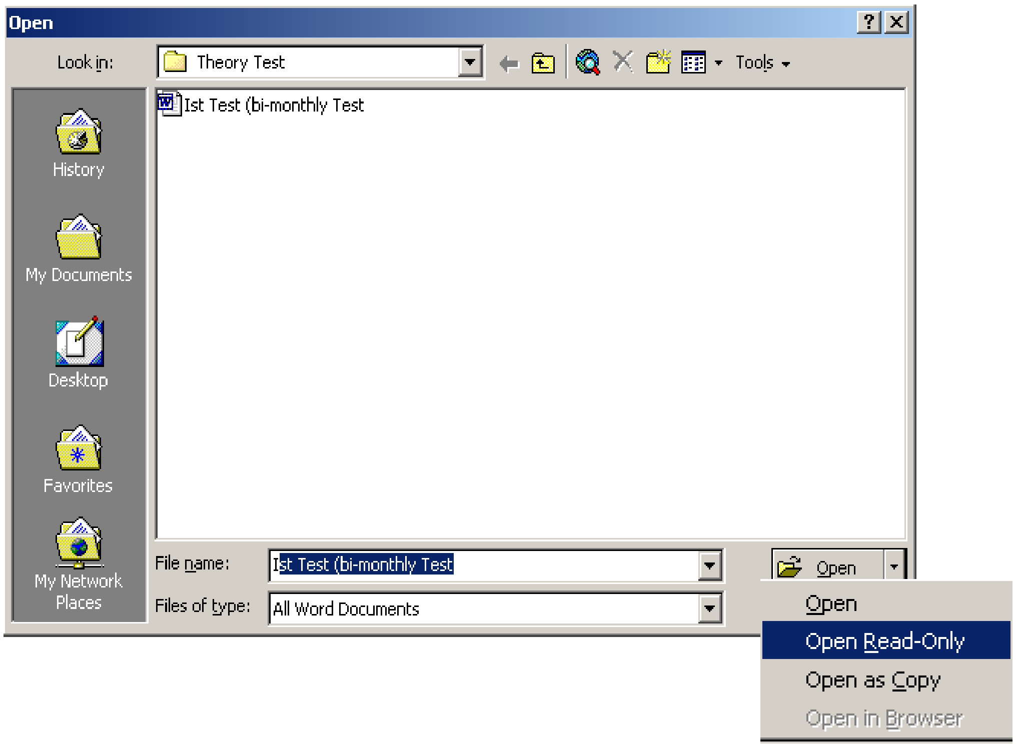


3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name Box.
5. Give the type of document in File of type box.
6. Click Open button
7. The desired document will be open

Open as Read-Only & Open as a Copy

To open the document as a read-only or open as a copy the following steps are involved.

1. Click File menu---Open or Press Ctrl+O key from the keyboard or Click on open tool on standard tool bar.
2. Open dialogue box will be appear.



3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name Box.
5. Give the type of document in File of type box.
6. Click Open Command & Setting button.
7. Select Open Read-Only or Open as a Copy option.
8. The desired document will be open as read-only or open as a copy.

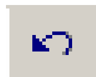
Editing in Worksheet

Editing is another feature of Microsoft Excel We can easily modify the worksheets in Excel. Some important features/commands are discussed as below in this unit.

Undo and Redo Commands

UNDO Command

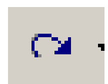
The Undo Command is used for cancellation of last action, which you perform accidentally or by mistake. There are 16 undo levels in MS-Excel 2000. The Symbol icon for Undo command is



The short cut key for Undo command is **Ctrl + Z** from the key board.

REDO or REPEAT Command

This Redo or Repeat Command is used for cancellation of Undo command. The Symbol icon for Redo command is



The short cut key for Undo command is **Ctrl + Y** from the key board.

CUT, COPY and PASTE Command

<u>CUT Command:</u>

The Cut command is used for moving the text line or paragraph, a word , a picture or an object from one place to an other place or from one document to another document . For this, first you should select the required text or object then click Edit menu and Cut or Press **Ctrl+X** from the Keyboard or click on symbol icon  of cut from the standard tool bar.

<u>COPY Command:</u>

The Copy command is same as Cut command but the only difference between Cut & Copy commands is that in Cut command the selected text or object dis-appears from its original place while in Copy command it does not dis-appear from its original place. For this, first you should select the required text or object then click Edit menu and Copy or Press Ctrl+C from the Keyboard or click on symbol icon  of cut from the standard tool bar.

<u>PASTE Command:</u>

When we cut or copy the text or object it is stores on Clipboard. After cut and copy we can display this text or object on an insertion point by the help of Paste command. There are following ways to apply the Paste command.

1. Place the cursor on insertion point. Click Edit Menu then click Paste command
2. Press Ctrl+V from the key board
3. Click Paste icon on  the standard tool bar.

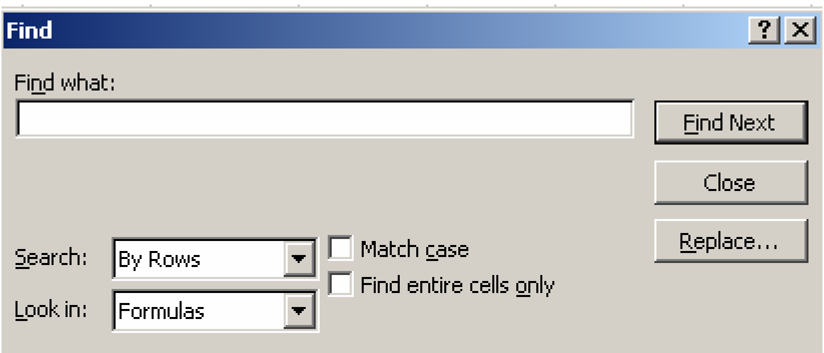
Clipboard is a temporary storage on which document is stored permanently. The contents of Clipboard disappear when the computer is switched off.



Finding the Text from the Document

To find the text, special character, non-printing character, paragraph, comments, header & footer the Find command is most powerful tool. There are following steps:

1. Click Edit menu and then click Find option
2. Press Ctrl+F from the keyboard
3. Find dialogue box will be appear

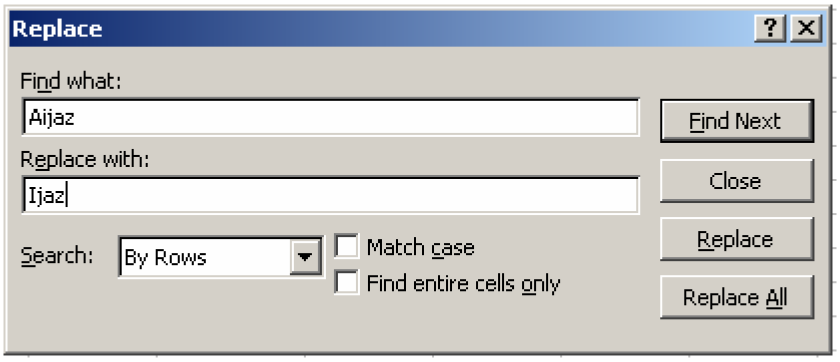


4. Type the text in Find what box.
5. Click Find Next button to find the text from the entire document.
6. It will highlight the desired text.

Replacing the Text from the Document

To replace the text, special character, non-printing character, paragraph, comments, header & footer with others the Replace command is most powerful tool. There are following steps:

1. Click Edit menu and then click Replace option
2. Press Ctrl+H from the keyboard
3. Replace dialogue box will be appear



4. Type the text in Find what box you want to find
5. Type the text in Replace with box
6. Click Replace or Replace All button to replace the text.
7. It will replace with the text you have already found.

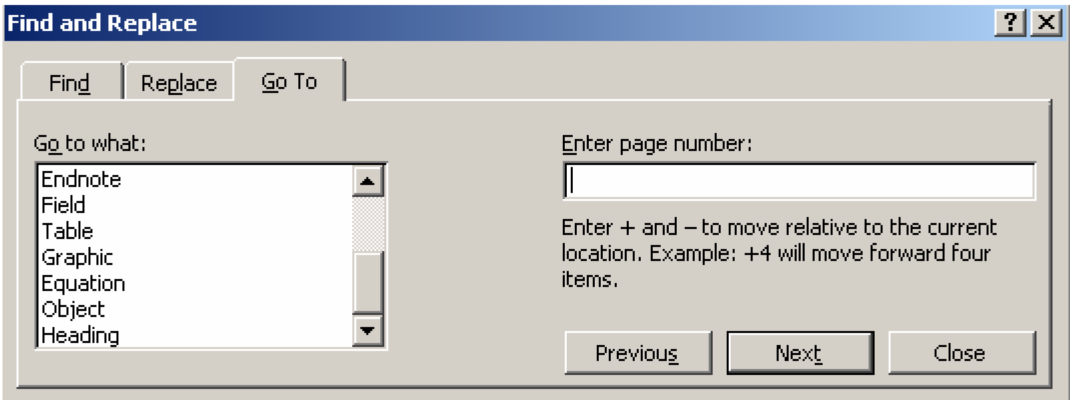
GOTO Command

Goto command is used to reach on specific page, section, line, Bookmark, Comments, Footnote, Endnote and Table etc. Following steps are involved in Goto command.

1. Click Edit Menu then Click Goto

2. Press Ctrl+G or F5 from the keyboard

3. Goto dialogue box will be appear



4. Type line number, page number, section, header & footer where you want to Goto.

5. Click next button to Goto

Deleting the contents of a cell

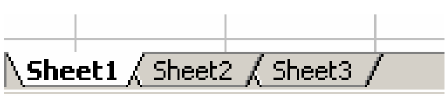
To delete the contents of a cell there are following steps involved;

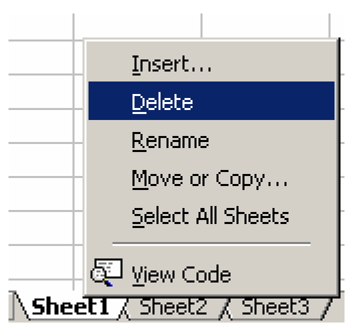
1. Select the cell or cells whose contents you want to delete
2. Press Delete key from the keyboard or
3. Click Edit ☛ Clear ☛ All to delete the cell contents, formats and comments.

Deleting a Sheet

To delete sheet

1. Select the sheet name from the Sheet Tabs as shown in fig below
2. Click Edit Menu ☛ Delete Sheet or





3. Click right mouse button on the sheet name
4. A shortcut menu will appear
5. Click on Delete as shown in fig

Move or Copy Sheet

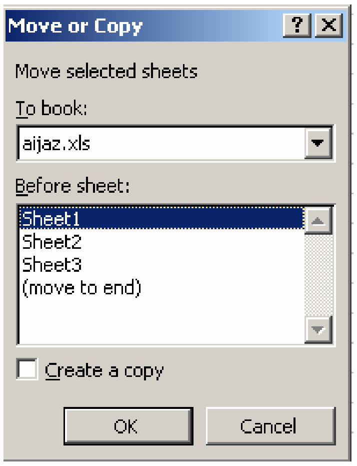
To move or copy sheet there are following steps;

1.Select the sheet you want to move or copy.

2. Click Edit Menu ☛ Move or Copy Sheet .

Or

3. Right click over the name of sheet you want to copy or move.
4. Click Move or copy on the short cut menu.
5. Move or Copy dialogue box will be appear as shown in fig below.
6. Select the workbook name
7. Also choose the location before or after you want to move or copy sheet or move to the end of all sheets
8. Click OK to move or copy sheet



Renaming a Sheet

To rename a sheet the following steps are involved;

1. Select the sheet you want to rename
2. Click Format Menu ☛ Sheet ☛ rename
3. Give the name of the sheet

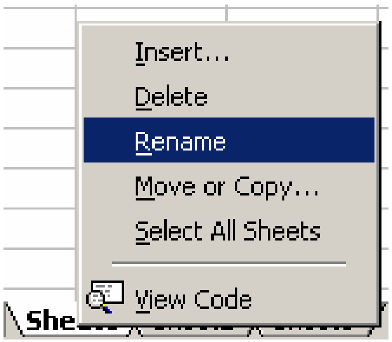
Or

1. Right click on sheet name

2. Shortcut menu will be appear

3. Click on rename and type the name of sheet

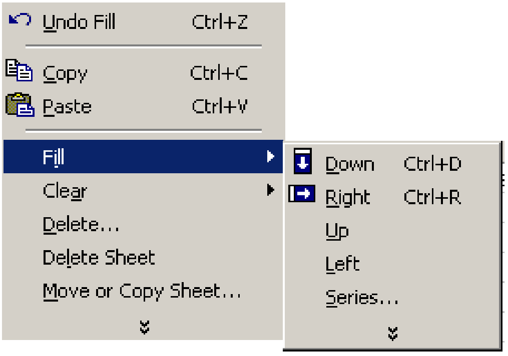
.



Fill Series

To fill the automatic series numbers, name of days, name of months, even numbers and odd numbers, the Fill command in Edit menu is used. There are following steps to fill the automatic series.

1. Click Edit ☛ Fill the following items will be appear



Down

Copies the contents and formats of the topmost cells of a selected range into the cells below. To fill a selected range up instead of down, hold down SHIFT and click, or click Down on the Fill submenu of the Edit menu.

Right

Copies the contents and formats of the leftmost cell or cells of a selected range into the cells to the right. To fill the selection to the left instead of the right, hold down SHIFT and click , or click Right on the Fill submenu of the Edit menu.

Up

Copies the contents and formats of the bottom cell or cells of a selected range into the upper cells of the range. Copied contents and formats replace existing contents and formats.

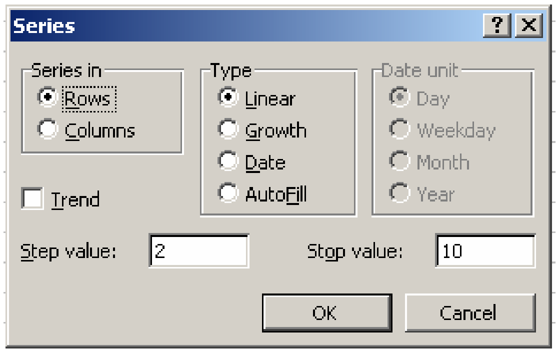
Left

Copies the contents and formats of the rightmost cell or cells of a selected range into the cells to the left. Copied contents and formats replace existing contents and formats.

Series

Fills the selected range of cells with one or more series of numbers or dates. The contents of the first cell or cells in each row or column of the selection are used as the starting values for the series.

2. Click Series, Series dialogue box will be appear as shown below;
3. Give the step value and give the stop value
4. Give series in rows or columns
5. Click Ok



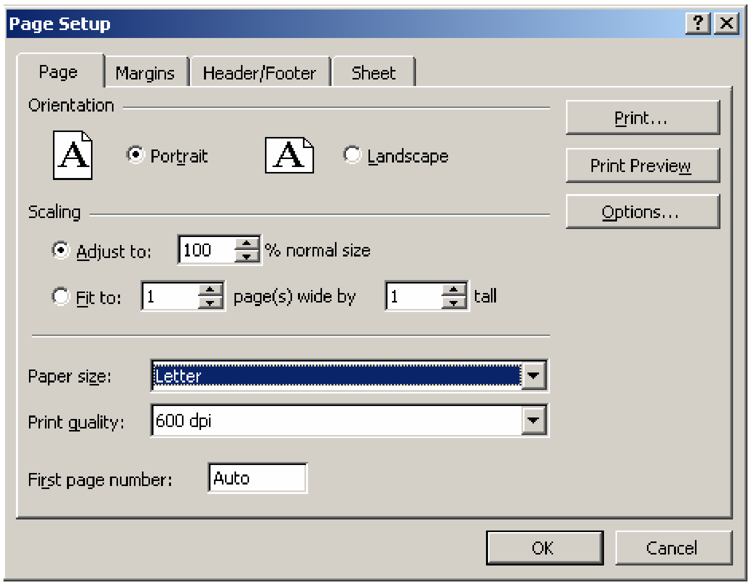
Page Setting

There are following main settings in Page Setup as discussed below in this topic.

1. Page Setting

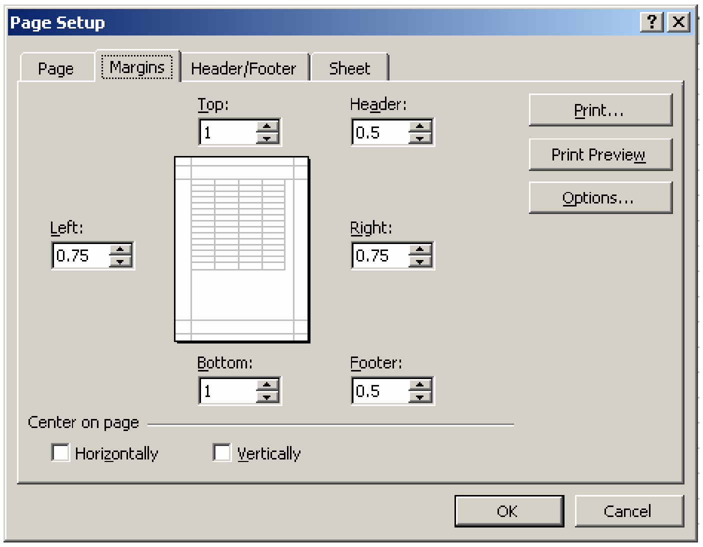
The other main setting in Page Setup is setting of Paper Size (Width & Height) as shown in fig below.

1. Click File Menu.
2. Click Page Setup.
3. The Page Setup dialogue box will be appear shown in fig below.
4. Give the orientation of the page (Portrait or Landscape)
5. Choose the paper size



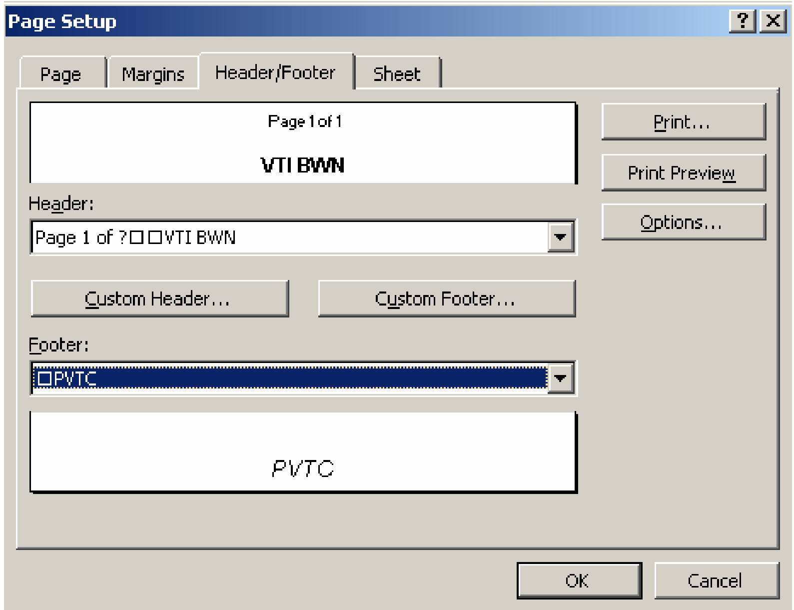
2. Margin Settings

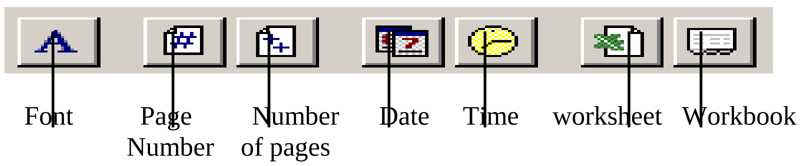
1. Click Margins Tab
2. Select the margins (left, right, top and bottom margins) as shown in fig given below



2. Header and Footer

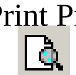
1. Click Header/Footer Tab on the page setup dialogue box
2. Select the Custom Header and type the header name
3. Select the Custom Footer and type the footer name
4. Click Ok to continue process

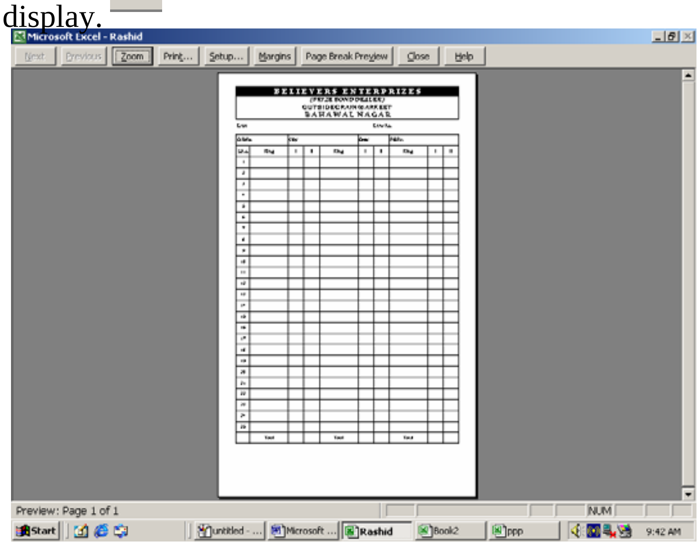




Print Preview

Print preview shows how file look when you print it. It shows the view of file before printing.
There are following main steps to preview the document.

1. Click File Menu then Print Preview or
Click Print Preview Icon  on the standard tool bar.
2. Print View will display.

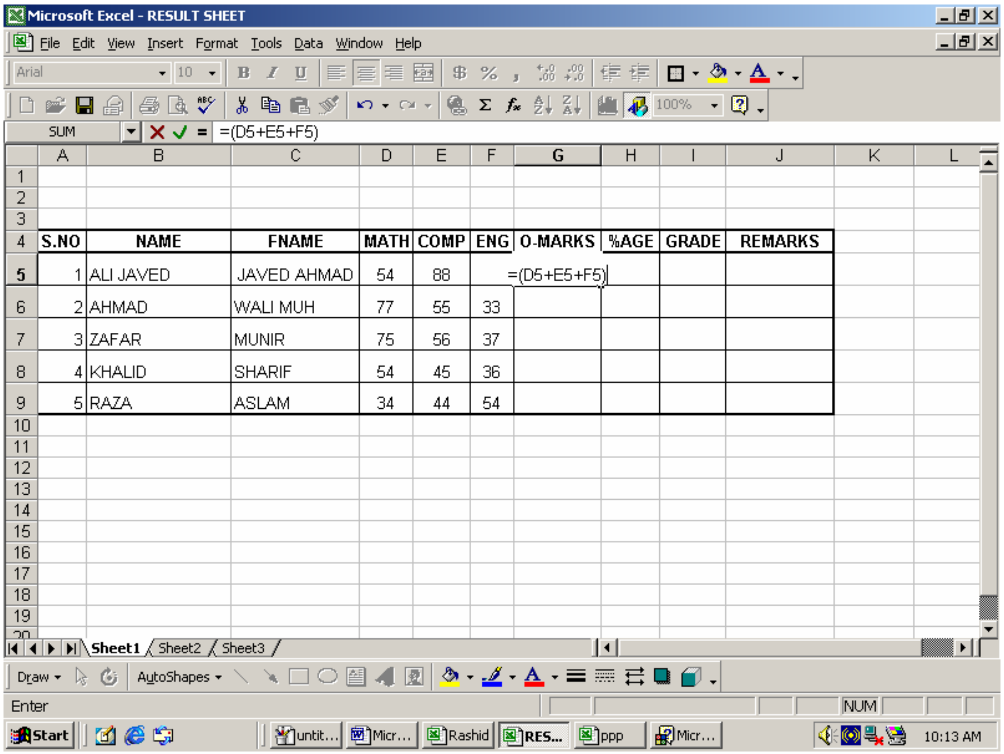


Entering Formula in Worksheet

Formula

A self-made method of calculation is called formula. Formula is a method of calculating and manipulating the data. Suppose we want to add Math, Comp and Eng marks in excel worksheet, there are following steps.

1. Place the cursor in active cell where you want to enter formula
2. Type = sign
3. Press Opening bracket (
4. Give the cell reference and press + sign
5. Press Closing bracket)
6. Press Enter to apply the formula as shown in fig given below



S.NO	NAME	FNAME	MATH	COMP	ENG	O-MARKS	%AGE	GRADE	REMARKS
1	ALI JAVED	JAVED AHMAD	54	88	78	220			
2	AHMAD	WALI MUH	77	55	33				
3	ZAFAR	MUNIR	75	56	37				
4	KHALID	SHARIF	54	45	36				
5	RAZA	ASLAM	34	44	54				

How to copy a formula

To copy the formula to the next cell the following steps are involved.

1. Select the cell in which a formula has applied
2. Press Ctrl+C or click Edit menu --- copy
3. Select the range
4. Press Ctrl+V to paste the formula

By Dragging

To copy the formula to the next cell/cells, select the cell and drag the mouse placing the cursor on the lower right corner of the active cell. The desired formula will be copy as shown below

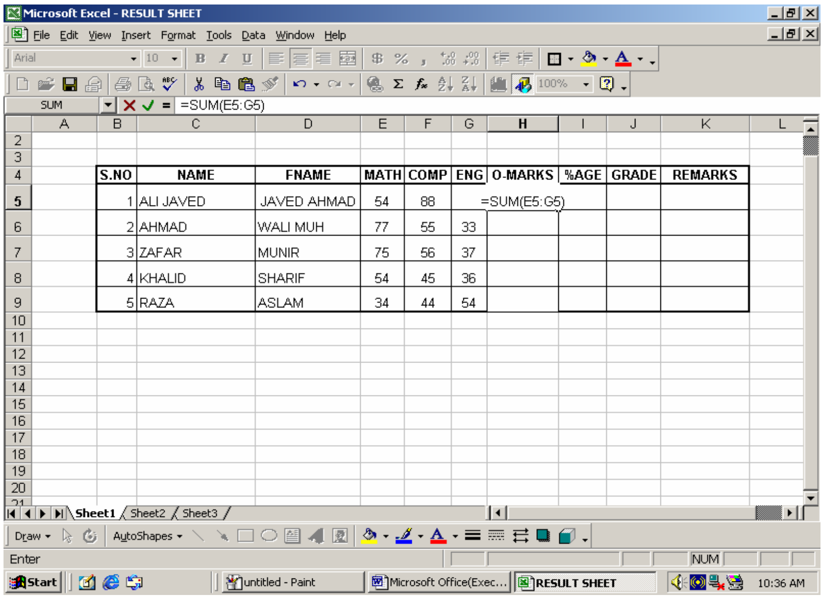
S.NO	NAME	FNAME	MATH	COMP	ENG	O-MARKS	%AGE	GRADE	REMARKS
1	ALI JAVED	JAVED AHMAD	54	88	78	220			
2	AHMAD	WALI MUH	77	55	33	165			
3	ZAFAR	MUNIR	75	56	37	168			
4	KHALID	SHARIF	54	45	36	135			
5	RAZA	ASLAM	34	44	54	132			

Entering Functions in Worksheet

Function

A pre-made method of calculation is called 'Function'. There are some standard functions or built-in for calculating and manipulating data.
Suppose we want to sum up the Math, Comp and Eng marks in excel worksheet, there are following steps.

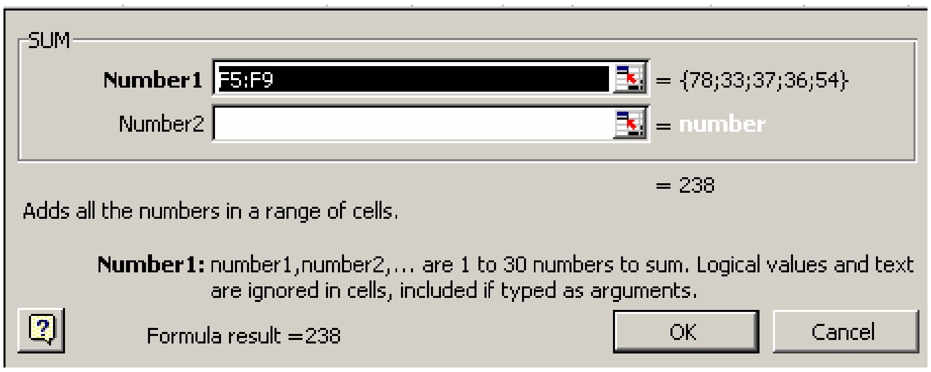
1. Place the cursor in active cell where you want to enter formula
2. Type = sign
3. Give the Function Name 'SUM'
4. Press Opening bracket '('
5. Give the cell reference or cell range
6. Press Closing bracket ')'
7. Press Enter to apply the formula as shown in fig given below



Another way to insert SUM function in a worksheet

To insert SUM function;

1. Click + sign on the formula bar.
2. Select the SUM function from functions drop down list
3. The SUM function dialogue box will be appear as shown below in fig.

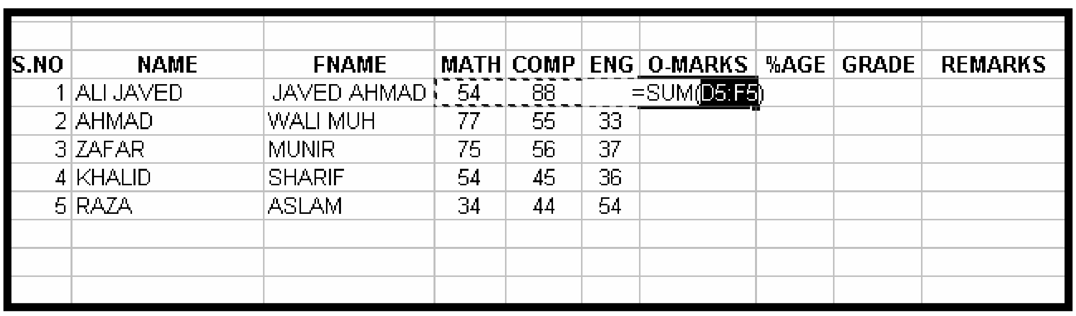


4. Give the cell range in Number 1 box
5. Click Ok

Use of AutoSum Button

To sum up the different eateries AutoSum button can also be used. There are following steps;

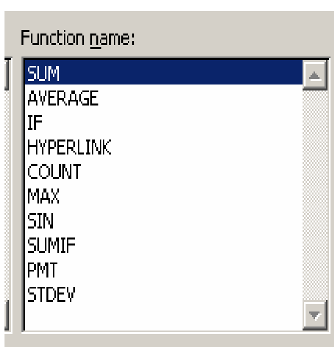
1. Place the cursor in required cell
2. Click AutoSum button Σ on the standard tool bar
3. It will ranges the entries
4. Click 'Enter' to Sum the required entries



S.NO	NAME	FNAME	MATH	COMP	ENG	O-MARKS	%AGE	GRADE	REMARKS
1	ALI JAVED	JAVED AHMAD	54	88		=SUM(D5:F5)			
2	AHMAD	WALI MUH	77	55	33				
3	ZAFAR	MUNIR	75	56	37				
4	KHALID	SHARIF	54	45	36				
5	RAZA	ASLAM	34	44	54				

Some Commonly used Functions

There are most recently or commonly used formulas are as followings. SUM, Average, MAX, MIN are simple functions. IF and SUMIF are conditional functions.

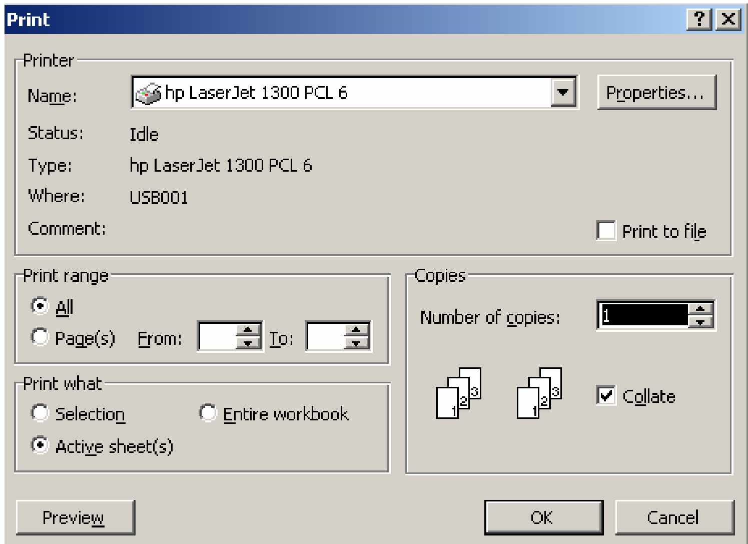


Printing Jobs in Excel

Printing of documents is main feature of Microsoft Excel. To print the document there are three main ways.

1. From File Menu:

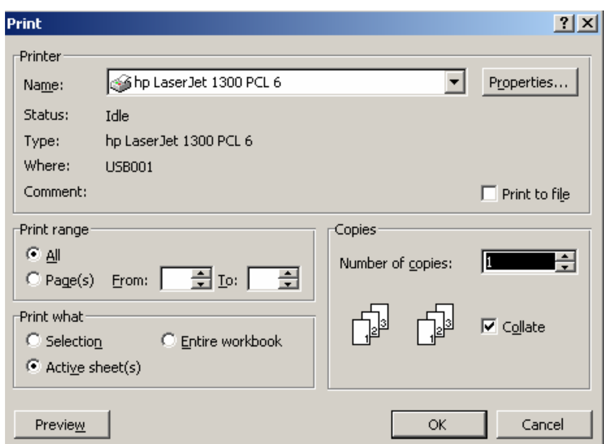
1. Click File Menu
2. Click Print submenu
3. Print dialogue box will be appear.



4. Select the printer name from Name box.
5. Select the page range from the Page Range area(All pages, Page(s) or From).
6. Give the number of copies in Number of copies box.
7. Check the collate copy or uncheck the collate copy.
8. Click Ok to continue printing.

2. From Print Icon on the standard tool bar

1. Click Print icon  on the standard tool bar
2. Print dialogue box will be appear.

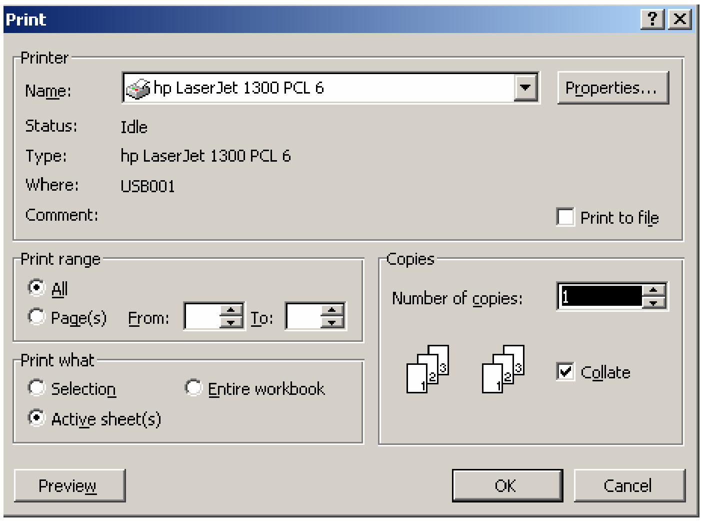


3. Select the printer name from Name box.
4. Select the page range from the Page Range area(All pages, Page(s) or From).
5. Give the number of copies in Number of copies box.

6. Check the collate copy or uncheck the collate copy.
7. Click Ok to continue printing.

3. Through Keyboard

1. Press Ctrl+P shortcut key from the keyboard
2. Print dialogue box will be appear.



3. Select the printer name from Name box.
4. Select the page range from the Page Range area(All pages, current page or Pages).
5. Give the number of copies in Number of copies box.
6. Check the collate copy or uncheck the collate copy.
7. Click Ok to continue printing.

Collate Copy

If you request multiple copies (five copies of a ten-page document, for instance) and do not check the collate copies option. Excel will print all five-page 1's then all five pages 2's and so on. You will need to hand collate them to make orderly sets.

Printing A Portion of Worksheet

If you want to print a specific portion of a work sheet, there are following steps;

1. Select the required area from the worksheet
2. Click File Menu
3. Click Print Area
4. Set the **Print Area**
5. Goto File Menu then Print
6. Choose selection from Print What potion
7. Click Print button

Clear Print Area

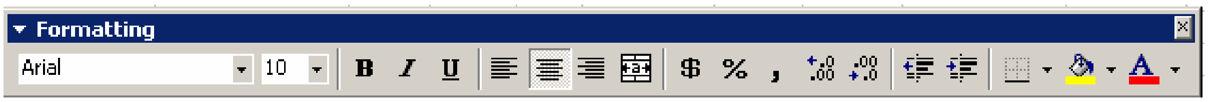
It is used to delete the print area in the active sheet.

Formatting Worksheets

Formatting of worksheet is a major feature of Excel. There are two ways to format the sheet. Formatting is applied on the selected single cell or entire sheet.
Formatting can be done in two ways.
1. Using Formatting Bar
2. Using Format Menu

1. Using Formatting Bar

First of all you select the text and then apply different formatting tool bar. Some common tools are shown in fig below.



Font Size

Changes the size of the selected text and numbers. In the Font Size box, enter a size. The sizes in the Font Size box depend on the selected font and active printer.

Font
Changes the font of the selected text and numbers. In the Font box, select a font name.

Bold
Makes selected text and numbers bold. If the selection is already bold, clicking removes bold formatting.

Italic
Makes selected text and numbers italic. If the selection is already italic, clicking removes italic formatting.

Underline
Underlines selected text and numbers. If the selection is already underlined, clicking removes underlining.

Align Left
Aligns the selected text, numbers, or inline objects to the left side of the document page.

Center
Centers the selected text, numbers, or inline objects.

Align Right
Aligns the selected text, numbers, or inline objects to the right side of the document page.

Justify
In Microsoft Word and Microsoft PowerPoint, aligns the selected paragraphs to both the left and right margins and indents. In Microsoft Excel, breaks the cell contents into multiple lines within the cell and adjusts the spacing between words so that all lines are as wide as the cell.

Merge and Center
Combines two or more selected adjacent cells to create a single cell. The resulting merged cell contains only the upper left-most data in the selection, which is centered within the cell. The cell reference for a merged cell is the upper-left cell in the original selected range.

Currency Style
Applies the Currency style to the selected cells. To change the Currency style, use the Style command on the Format menu. Depending on the country selected in the Windows Regional Settings dialog box, the International Currency Style button might appear instead of the Currency Style button.

Percent Style
Applies the Percent style to the selected cells. To change the Percent style, use the Style command on the Format menu.

Comma Style
Applies the Comma style to the selected cells. To change the Comma style, use the Style command on the Format menu.

Increase Decimal
Increases the number of digits displayed after the decimal point in the selected cells.

Decrease Decimal
Decreases the number of digits displayed after the decimal point in the selected cells.

Decrease Indent
Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.

Increase Indent
Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.

Border
Click the type of border or line style you want to add to the selection.

Highlight
Marks text so it is highlighted and stands out from the surrounding text. Click, and then select the text or object you want to highlight. When you are done highlighting, click again. To change the highlight color, click the arrow next to , and then click the color you want.

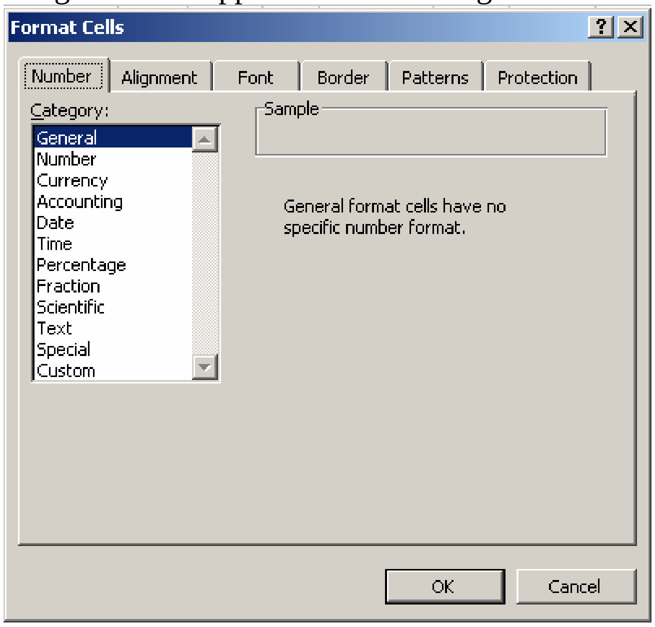
Font Color
Formats the selected text with the color you click.

2. Using Format Menu

Single cell formatting or entire sheet formatting can also be done through the Format Menu. First of all select the cell/cells of desired area and do the followings;

Number

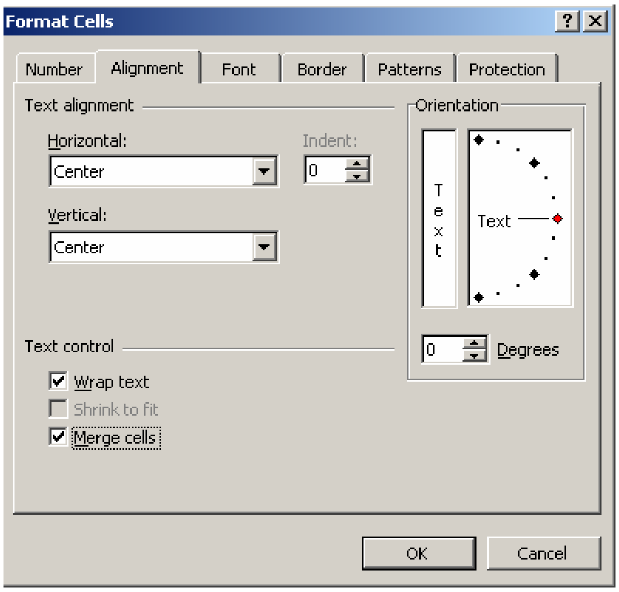
1. In Format Menu ☛ Cell
2. Format cell dialogue will be appear as shown in fig below.



3. Select the Number Tab
4. Choose the category to apply the number formatting and click Ok

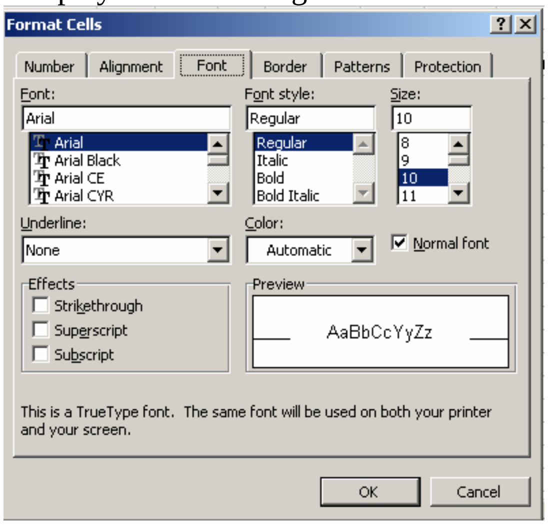
Alignment

1. To set the horizontal and vertical alignment select the Alignment Tab.
2. Check wrap text and merge cell
3. Set the angle or direction of text
4. Click Ok



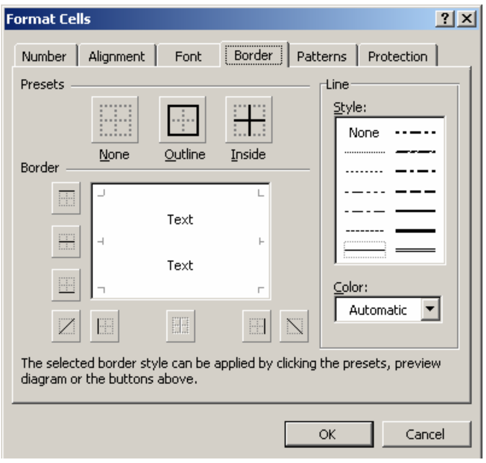
Font

To set the font color, effects on text, under line styles, select the Font Tab from the Format cells dialogue box. It will display the font dialogue box.



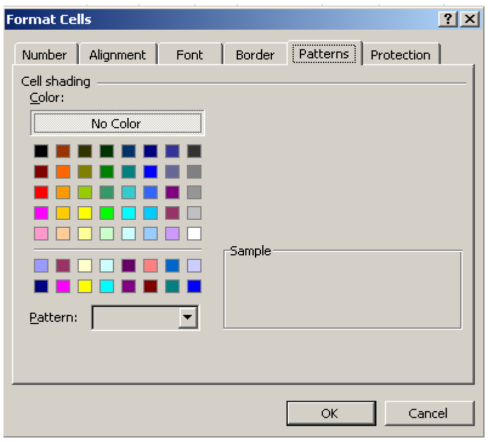
Border

To set the outline border, inside border, top, bottom, left, right and all borders select the Border Tab. Select the required area and choose the border styles and border colors. Click Ok to continue process.



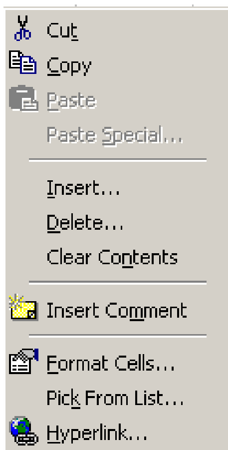
Pattern

To apply different shading colors select the Pattern Tab on Format cells dialogue box. Select the cell/ cells and choose the color. Click Ok.



1. Using shortcut Menu

1. Select the text and Click Right mouse button
2. Shortcut menu will be appear.
3. Apply the different Format Cells commands from this shortcut menu



Row Height

To set the height of the row, click the Format menu ☚ Row ☚ Height, the row height box will be appear as shown in fig below. Type the height of the row and click OK. By default height of any row 12.75 pionts.



Hide Row

To hide the row select the row, click the Format menu ☚ Row ☚ Hide, the desired row will be hide.

Unhide Row

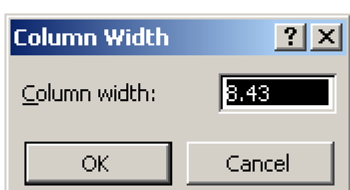
To unhide the row, click the Format Menu ☚ Row ☚ unhide, the desired row will be unhide.

AutoFit

Adjusts the row height to the minimum necessary to display the height of the tallest cell in the selection. If you change the cell contents later, you must fit the selection again. This command may not be available if the sheet is protected.

Column Width

To set the column width click Format Menu ☚ Column ☚Width, the column width box will be appear as shown in fig below. Type the column width as you want. By default column width is 8.43 points



Hide Column

To hide column select the column , click the Format menu ☛ Column ☛ Hide, the desired column will be hide.

Unhide Column

To unhide the column, click the Format Menu ☛ Column ☛ Unhide, the desired column will unhide.

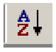
Standard Column width

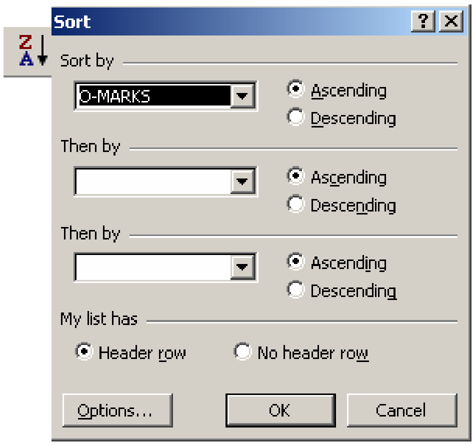
Changes the standard width of columns on a worksheet. This command is not available if the sheet is protected.

AutoFit Selection

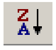
Adjusts the column width to the minimum necessary to display the contents of the selected cells. If you change the cell contents later, you must fit the selection again. This command might not be available if the sheet is protected.

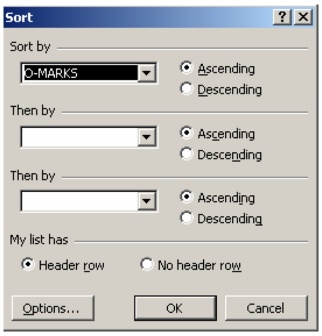
Sort Ascending

Sorts the selected items in order from the beginning of the alphabet, the lowest number, or the earliest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect. To apply sort ascending, select the column then click on sort ascending icon  . The Sort dialogue box will be appear as shown below .



Sort Descending

Sorts the selected items in order from the end of the alphabet, the highest number, or the latest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect. To apply sort ascending, select the table and then click on sort descending icon 



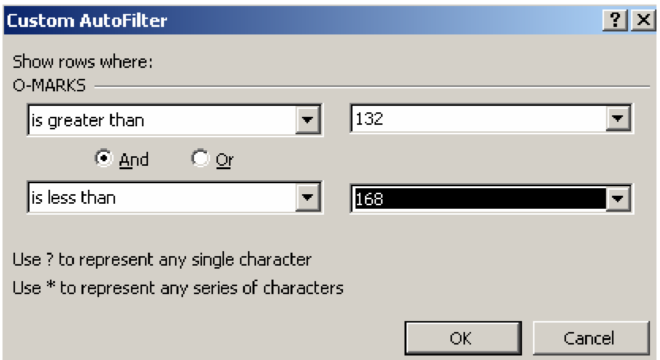
Working With Filter

The Filter command is used to search or find the specific record or data items. The quickest way to select only those item you want to display in a list. There are following steps to filter the data;

1. Click Data Menu ☛ Filter ☛ AutoFilter
2. Filter Arrows will display on the top of each columns as shown in fig below.
3. Filter Arrows will display on the top of each columns as shown in fig below.

S.N	NAME	FNAME	MAT	COM	EN	O-MARK	%AG	GRAD	REMARKS
5	RAZA	ASLAM	34	44	54	132			
4	KHALID	SHARIF	54	45	36	135			
2	AHMAD	WALI MUH	77	55	33	165			
3	ZAFAR	MUNIR	75	56	37	168			
1	ALI JAVED	JAVED AHMAD	54	88	78	220			

4. Click the Filter Arrow of the column through which you filter the data.
5. Click the data item you want to filter or click on custom to filter the data.
6. Custom AutoFilter dialogue box will be appear as shown in fig below.



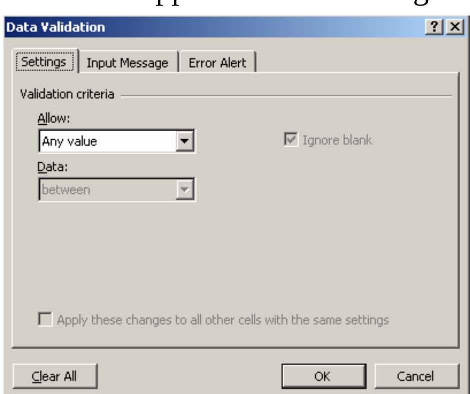
7. Give the criteria on which you want to filter the data.
8. Click Ok to filter the data.
9. The filterized data will be display.

Working With Validation

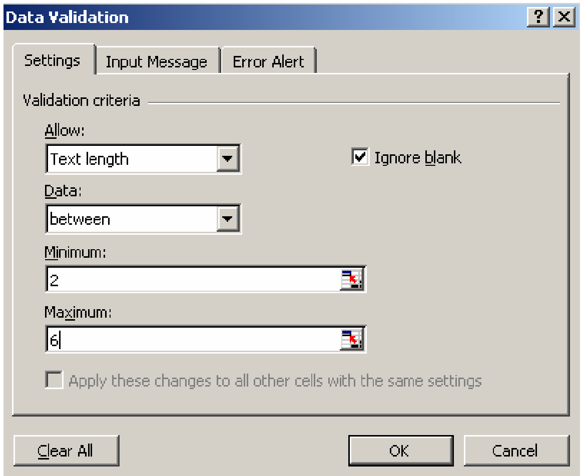
Defines what data is valid for individual cells or cell ranges; restricts the data entry to a particular type, such as whole numbers, decimal numbers, or text; and sets limits on the valid entries.

There are following steps for validation;

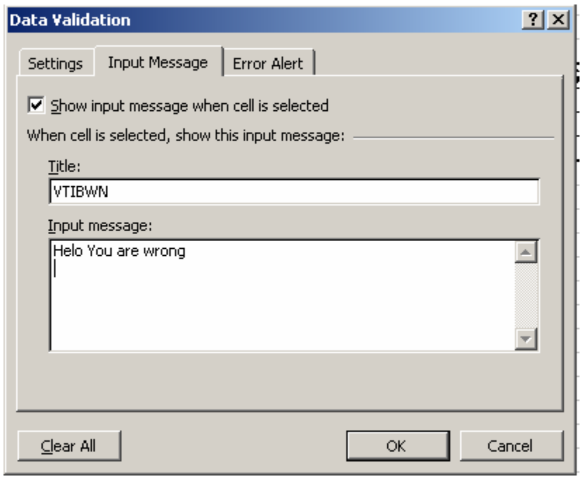
1. Select the cell/ cells on which you apply validation.
2. Click Data Menu ☛ Validation.
3. A Validation dialogue box will be appear as shown in fig below.



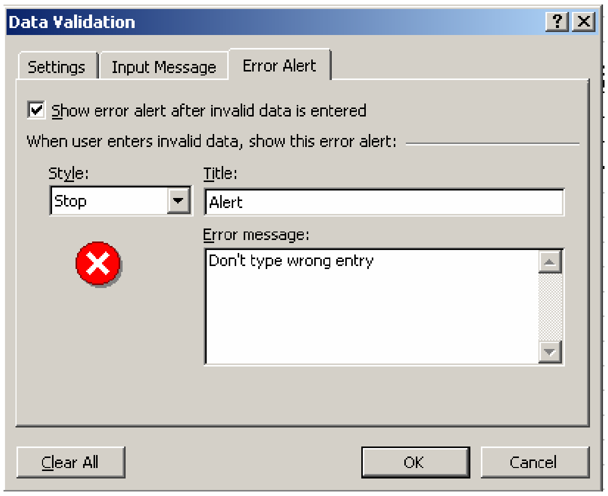
4. Select the item from Validation criteria.
5. Give the criteria and click Ok to apply the validation.



6. Click Input Message Tab and type the title in the Title Box on Input Message Box
7. Type also input message as shown in fig below.
8. Click Ok



9. Click Error Alert Tab
10. Choose the style, Title and type message in Enter message box.
11. Click Ok to apply the validation

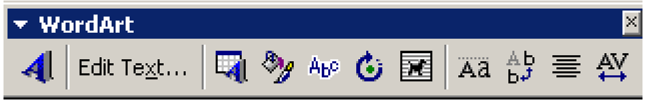


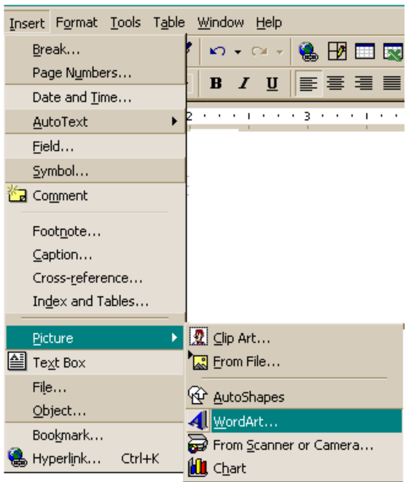
Working with Word Art

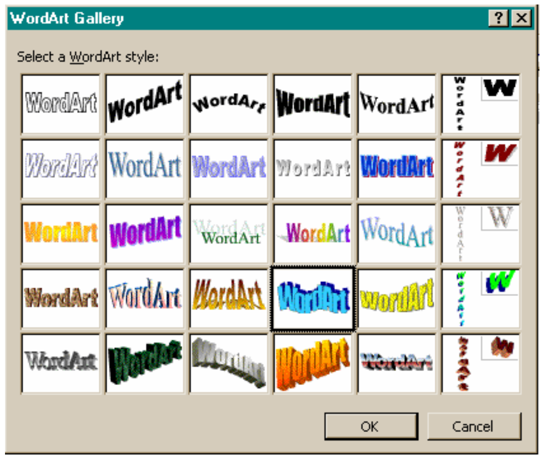
To apply a Word Art in office document there are so many ways.

Through Insert Menu and WordArt tool bar

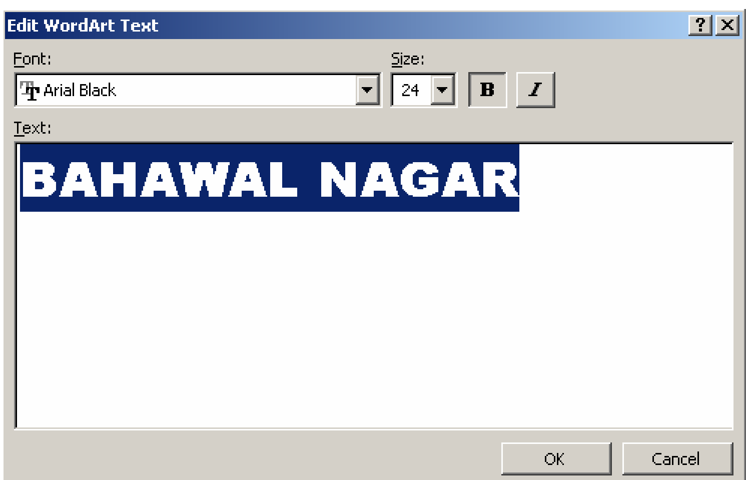
1. Click Insert menu ☛ Picture ☛ Word Art or Click Insert WordArt icon 
2. Word Art Gallery dialogue box will be appear







3. Select the style from the Word Art Gallery and click OK
4. Edit WordArt Text dialogue box will be appear
5. Type the desire text
6. Select the font, Font Size, Bold or Italic and click OK



7. WordArt text will be appear as shown below
8. Select the WordArt text and apply the Edit text, Rotate, WordArt Shape, Wrap Text



Working with Drawing Tool Bar

To draw different drawing objects Drawing Tool Bar is used. There are following main objects on drawing tool bar.

 **Select Objects:**

Changes the pointer to a selection arrow so you can select objects in the active window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.



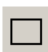
It is used to draw different shapes (arrows, basic shapes, callouts, flow chart symbols etc.)

 **Line**

Draws a straight line where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

 **Arrow**

Inserts a line with an arrowhead where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

 **Rectangle**

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT and drag.

 **Oval**

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT and drag.

 **Text Box**

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

 **Insert WordArt**

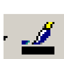
Creates text effects by inserting a Microsoft Office drawing object.

 **Clip Art**

Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.

 **Fill Color**

Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern, and picture fills..

 **Line Color**

Adds, modifies, or removes the line color from the selected object.

Font Color
Formats the selected text with the color you click.

Line Style
By the help of this tool there are different line styles

Dash Style
By the help of this tool we apply different Dash style on the lines.

3-D
This tool can apply different shadow styles.

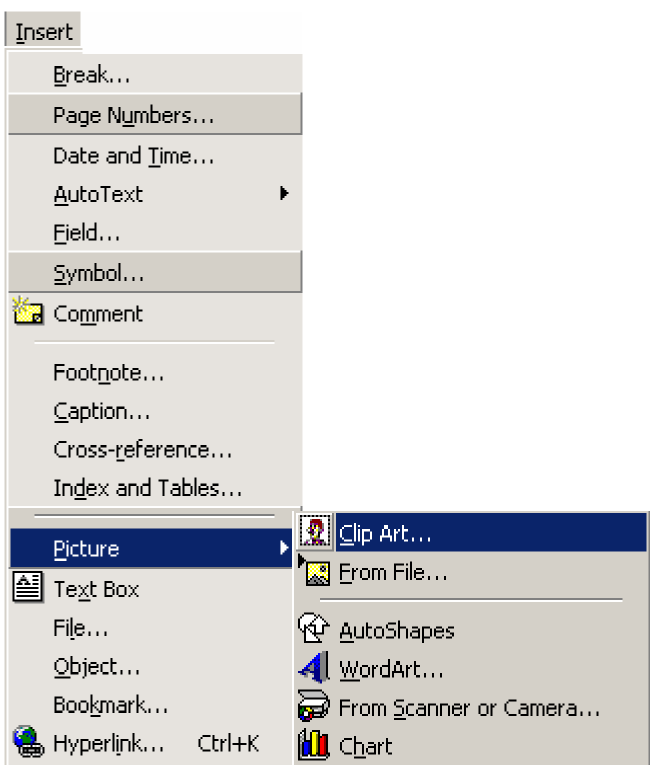
Shadow
This tool can apply different 3-D styles.

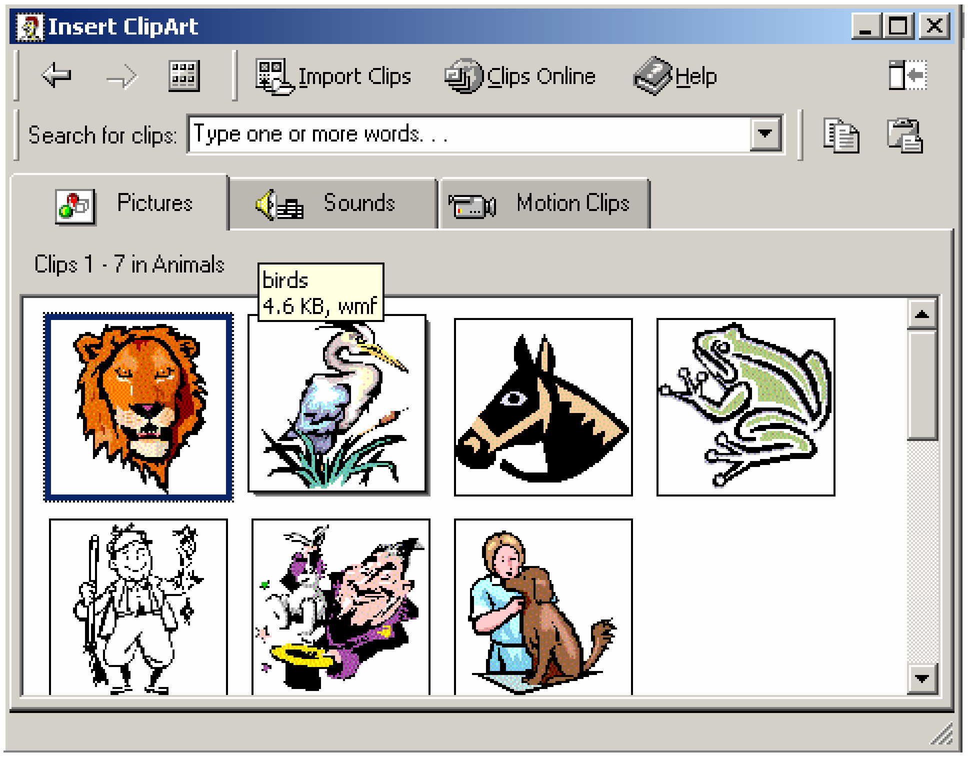
Working with Pictures

In Microsoft Excel document we can insert picture from ClipArt, From Scanner, Camera and from different files. To insert picture in a document there are following ways:

1. Click Insert Menu ☛ Clipart ☛ Picture or click on Insert Clip Art icon on drawing tool bar.
2. Clip Art Gallery will be open
3. Select the category of pictures
4. Choose the picture from Insert Picture dialogue box and insert it into the insertion point.

Pictorial view of this process is as shown below;

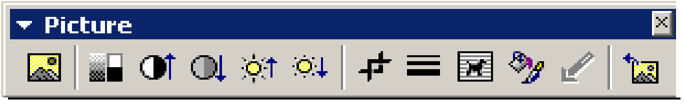






Picture Formatting

To change the color, size, contrast, brightness, darkness, image control and formatting of the picture select the picture and then use the tools from the Picture Tool Bar to format the picture as shown in fig below.



Working With Charts

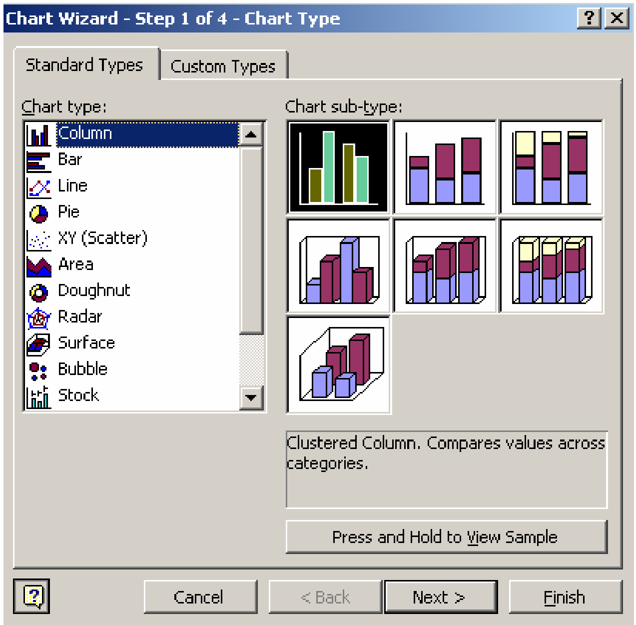
Chart

A chart is graphical representation of data in a worksheet. Charts are visually appealing and make it easy for users to see comparisons, patterns, and trends in data. For instance, rather than having to analyze several columns of worksheet numbers, you can see at a glance whether sales are falling or rising over quarterly periods, or how the actual sales compare to the projected sales.

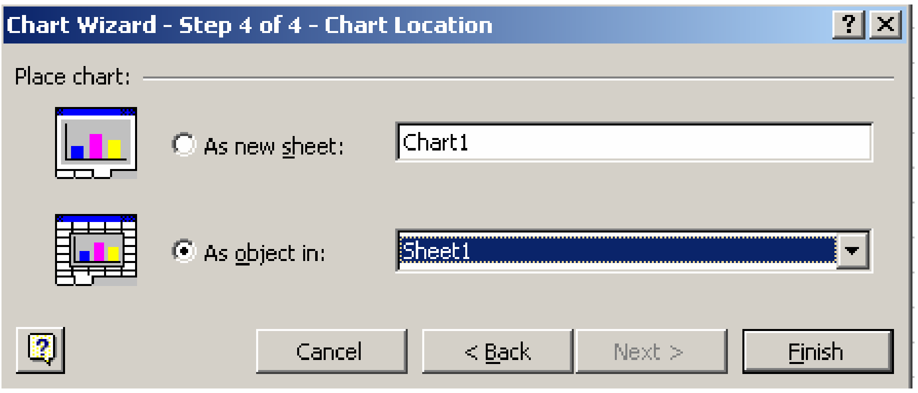
Creating a Chart

We can create a chart on its own sheet or as an embedded object on a worksheet. To create a chart, you must first enter the data for the chart on the worksheet and then perform the following steps;

1. Select the data/sheet on which you draw a chart
2. Click Insert Menu ☛ Chart or Chart Wizard icon on the standard tool bar  .
3. Chart Wizard will display as shown in fig below;

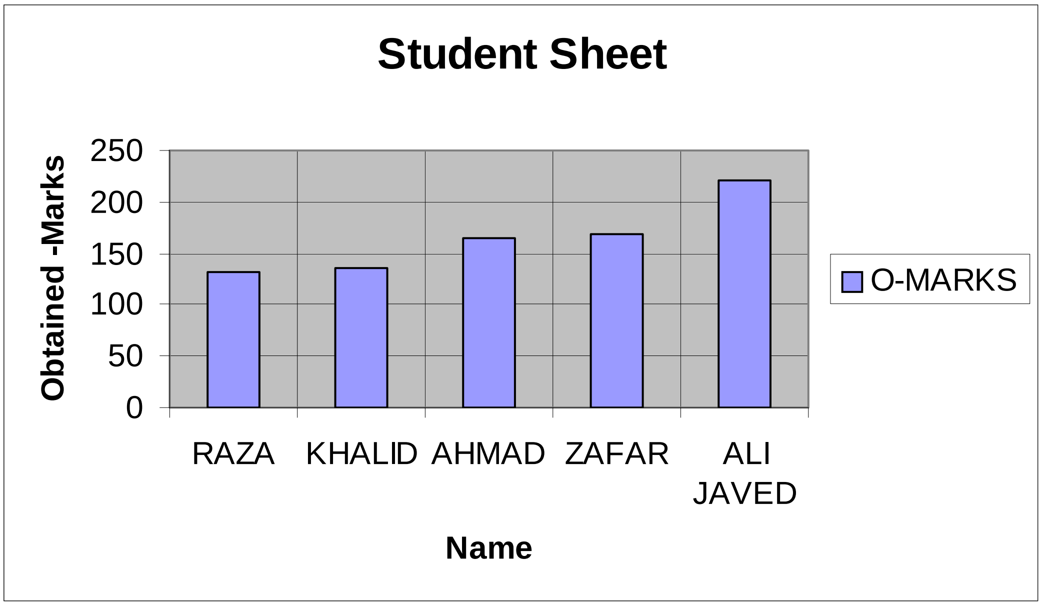


4. Select the Standard Chart Tab.
5. Choose the Chart Type.
6. Also choose the chart sub-type.
7. Click Next button.
8. Chart Source Wizard will display.
9. Choose Row or Column from series in box.
10. Click next button
11. The Chart Option Wizard dialogue box will be appear
12. Select the Titles Tab
13. Give the title of chart
14. Give the title on X-Axis and Y-Axis
15. Set the Gridline from the Gridlines Tab
16. Choose the Legend from the Legend Tab
17. Give the Data Labels
18. Click Next to Continue
19. Chart Location Wizard will be appear as shown in fig below



20. Choose location ‘As a new sheet’ or ‘As object in’ sheet1

21. Click Finish button to display the chart as shown below

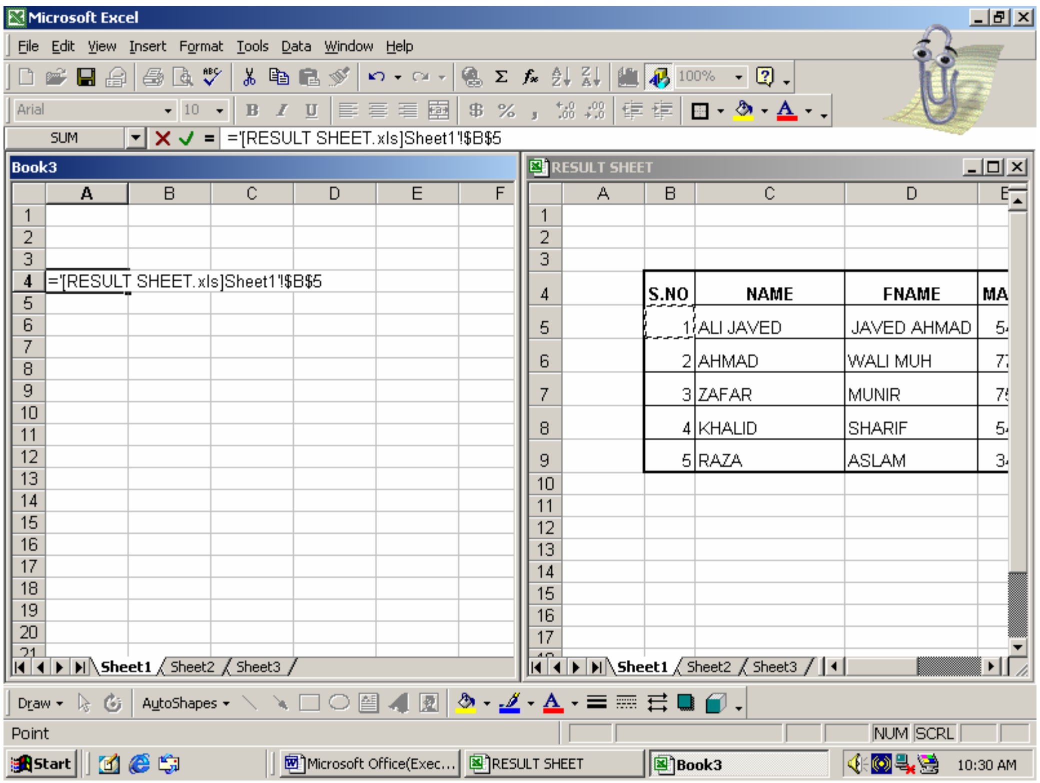


Linking Workbooks

In MS-Excel we can establish a link between two workbooks. To share the contents of a workbooks. One is source workbook is an external workbook which contains values. And other is called dependent workbook.

Creating A Link To An open Workbook

1. Open both dependent workbook and source workbook.
2. In the depending workbook , begin entering your formula by pressing = sign.
3. To include a reference to the source workbook, open the Window and select the source workbook.
4. In the source workbook locate and select the cell you want to include in the `formula.
5. Finish creating the formula as you normally would as shown in fig below.



Theory Exercise

Questions

Fill in the blanks.

1. There are ____________________ rows in a worksheet.
2. There are______________________ columns a worksheet.
3. The maximum zoom size is___________________ percent.
4. The minimum zoom size is___________________ percent.
5. The extension of Excel file is_________________________.

Mark True/False .

1. The rows in a sheet displayed alphabetically.
2. The columns in a sheet displayed numerically.
3. A graph is a pictorial representation of data.
4. Shift+F11 shortcut key is used insert a new worksheet.
5. We can't hid/unhide a column in a sheet.

Write down steps involved in inserting a formula.

1.________ ___ 2._____ _______ 3._____ ______ 4.____ _______ 5._____ ______

Write down the menu names available on menu bar

1._______ _____ 2.____ ________ 3.______ _____ 4.____ _______ 5.___________

6.________ ______ 7._____ ___________ 8.____ _________ 9.______ __________

Define the followings

1. Filter:______ ____

____.

2. Sort:_______ ____

____.

3. Formula: ____

____.

4. Function: ____

____.

Practical Exercise-1

Topic: Prepare the following sheet.	Date:

INSTRUCTIONS

1- Create worksheet given below.

2- Calculate the total of each student sow wise.

3- Calculate Total of each Student Column Wise.
6- Fill Yellow Light Colour in Column "Name & Total".

Result Sheet of ABC School

R.No.	Name	English	Urdu	Math	Pak Studies	Islamyat	Total
1	Tahir	45	56	56	45	49	
2	Rashid	67	45	45	36	45	
3	Saeed	87	75	45	45	38	
4	Naveed	98	64	67	36	37	
5	Sajid	76	46	75	49	36	
6	Faheem	76	46	65	48	36	
7	Riaz	56	74	45	39	38	
8	Imran	45	56	56	40	38	
9	Moeen	44	44	34	32	23	
10	Javed	34	23	56	23	11	
Total							

Findings

Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-2

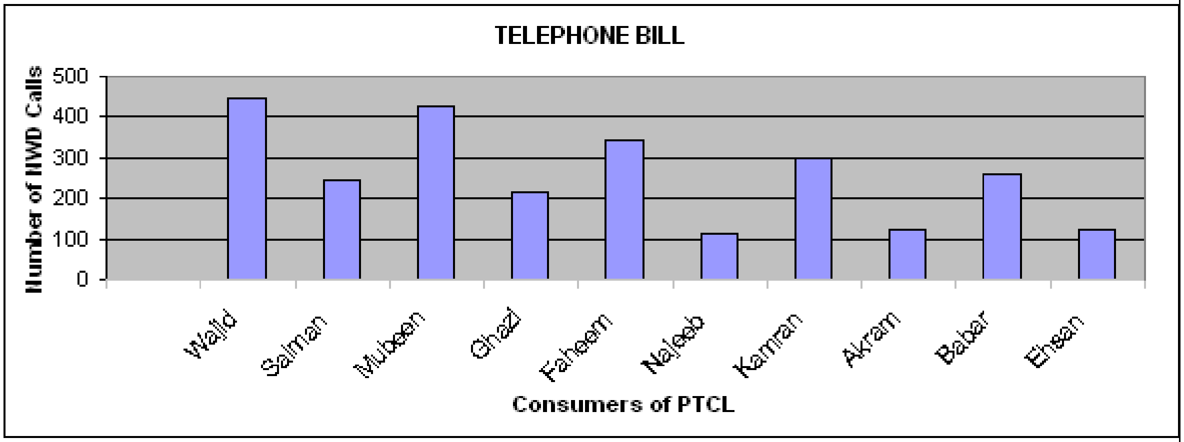
Topic: Prepare the following sheet.	Date:

INSTRUCTIONS:

1- Create the Worksheet given below.
2- Calculate Local Call Charges that @ Rs. 2.75 per Call.
3- Calculate Total Charges (NWD Charges+Line Rent+Local Call Charges).
4- Calculate General Sales Tax (GST) @ Rs. 7% of the total charges.
5- Calculate Net Bill Payable.
6- Draw a Column Graph of Column Name vs. Column NWD Calls.

TELEPHONE BILL CALCULATION

Sr. No.	Name of Consumer	Local Calls	NWD Calls Charges	Line Rent	Local Call Charges	Total Charges	PTCL Arrears	7% General Sales Tax	Net Bill Payable
1	Wajid	215	445	225	591.25	1261.25	0	88.2875	1349.54
2	Salman	112	244	225			750		
3	Mubeen	98	425	225			0		
4	Ghazi	45	215	225			425		
5	Faheem	65	345	225			0		
6	Najeeb	210	115	225			0		
7	Kamran	119	300	225			170		
8	Akram	23	125	225			0		
9	Babar	45	260	225			230		
10	Ehsan	79	125	225			0		



Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-3

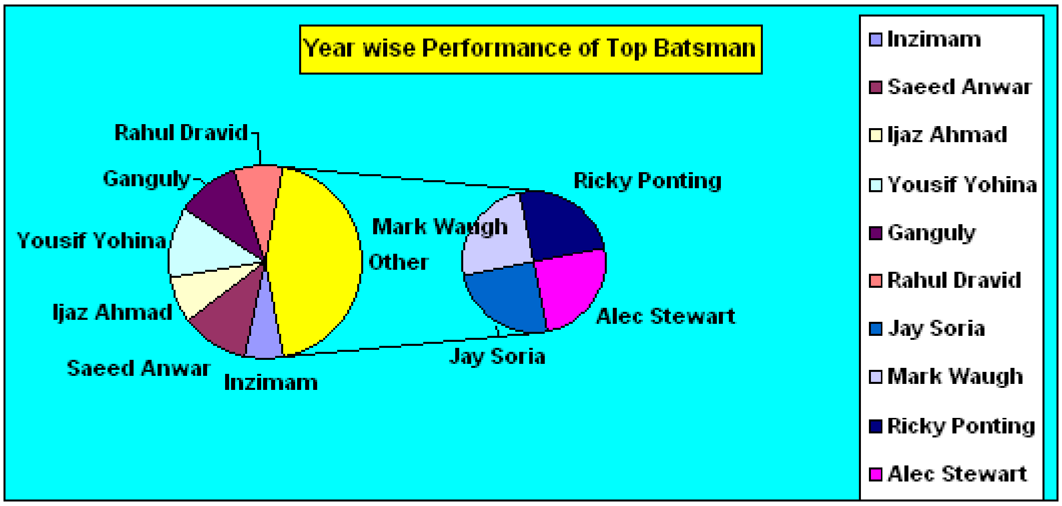
Topic: Prepare the following sheet	Date:

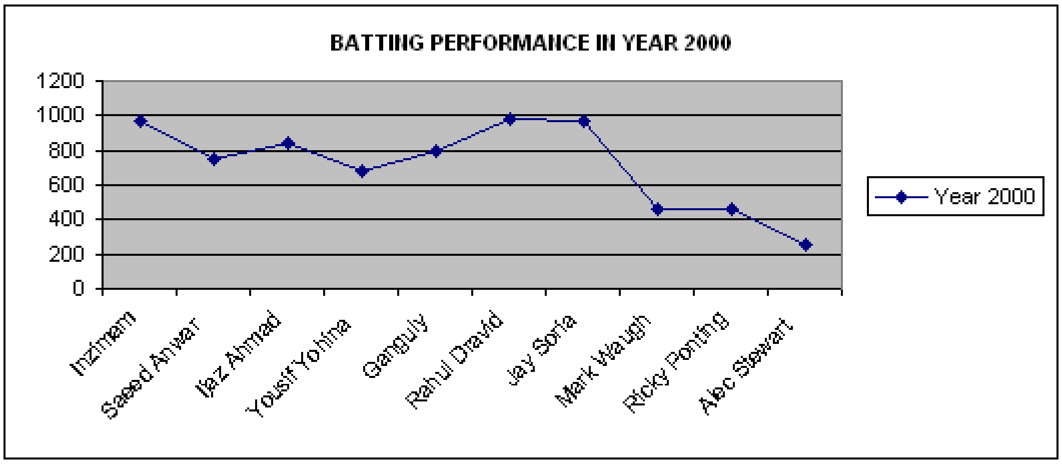
INSTRUCTIONS:

1- Create the worksheet given below.
2- Calculate Minimum Score as Row Wise.
3- Calculate Maximum Score as Row Wise.
4- Calculate Minimum Score as Column Wise.;
5- Calculate Maximum Score as Column Wise.
6- Calculate Minimum Score as Over all the Table.
7- Calculate Maximum Score as Over all the Table.
8- Draw a Pie Graph from column Batsman Name to Year 2000.

<u>INTERNATIONAL CRICKET PERFORMANCE</u>

Sr. #	Batsman Name	Year 1995	Year 1996	Year 1997	Year 1998	Year 1999	Year 2000	Minimum Score	Maximum Score
1	Inzimam	456	986	875	795	1285	968		
2	Saeed Anwar	789	867	856	756	784	755		
3	Ijaz Ahmad	568	598	489	845	457	845		
4	Yousif Yohina	865	485	785	745	654	684		
5	Ganguly	789	864	785	458	698	792		
6	Rahul Dravid	598	854	489	456	675	985		
7	Jay Soria	756	565	785	746	458	965		
8	Mark Waugh	795	856	765	699	587	459		
9	Ricky Ponting	784	489	764	678	695	456		
10	Alec Stewart	756	597	486	684	675	255		
								BEST	SCORE
	Maximum Score								
		Overall Minimum Score							
		Overall Maximum Score							





Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-4

Topic: Prepare the following sheet.	Date:

INSTRUCTIONS:

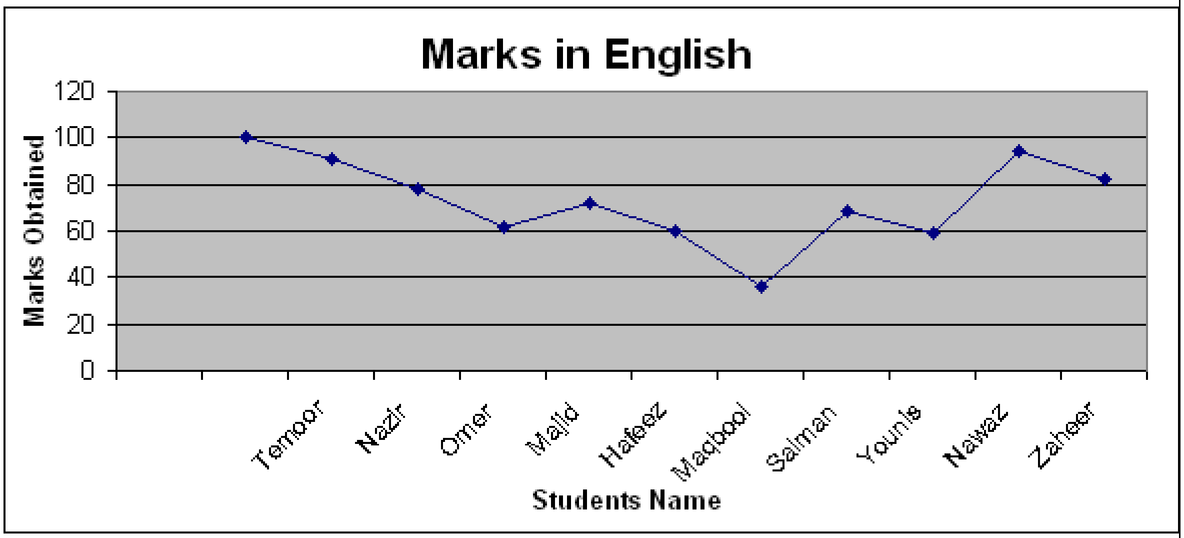
1. Create the worksheet given below.
2. Calculate Marks Obtained.
3- Calculate %age of each Student whie Total Marks=550.
4- Calculate Pass/Fail of each Student by using IF Statement (Formula).
5- Calculate Grade of each students by using Formula of IF while:
Grade A>=90, B>=80, C>=70, D>=60, E>=50 & Fail<50.
6- Insert your Remarks on Grades of each Student that as follows:

Grade: A=Excellent B= Very Good C= Good D= Fair E=Satisfactory, Fail= Fail

8- Draw a Line Graph of Column Student vs. English.

RESULT SHEET OF CENTRAL MODEL COLLEGE BAHAWAL NAGAR

R.No.	Student Name	Mathatic		Statics		English	Pak Studies	Marks Obtained	%-age	Pass or Fail	Grade	REMARKS
		A	B	A	B							
		100	100	100	100	100	50	550	100			
1	Temoor	85	88	85	90	91	46	485	88.18	Pass	B	Very Good
2	Nazir	66	70	72	75	78	42					
3	Omer	45	46	44	48	62	26					
4	Majid	75	78	73	74	72	36					
5	Hafeez	62	56	60	58	60	32					
6	Maqbool	35	36	25	28	36	28					
7	Salman	70	68	67	68	69	36					
8	Younis	55	54	52	48	59	37					
9	Nawaz	90	96	96	95	94	50					
10	Zaheer	78	86	85	78	82	46					



Findings
Trainee Signature
Instructor’s Remarks
Instructor’s Signature

Introduction

PowerPoint is a presentation tool, a program originally meant to create overheads that would be projected onto a screen. Nowadays the presentations tend to be presented as screen shows directly from the computer to a screen. This gives the lecturer or presenter the additional advantage of being able to add special effects to the presentation. . It is also a member of Microsoft Office Family**.**

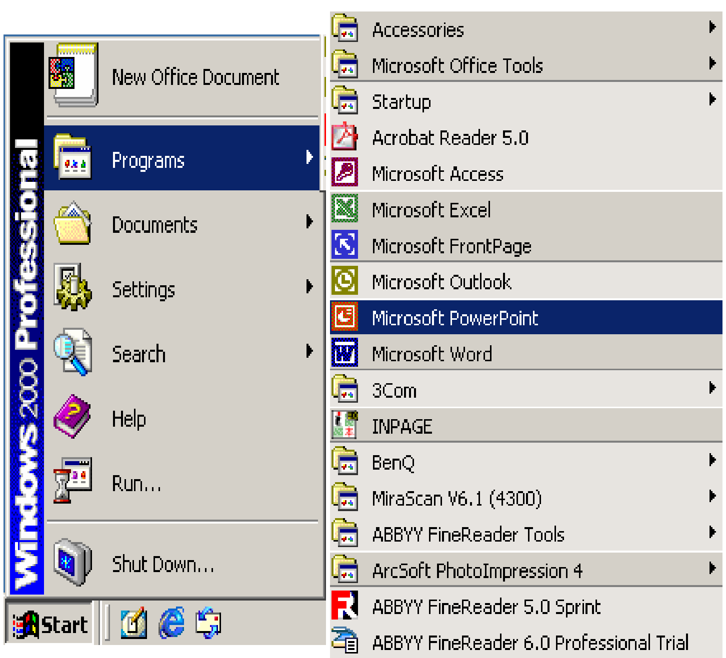
But it is important to bear in mind that each overhead, in PowerPoint called a **Slide**, is an individual picture. Each page or slide has to contain the total amount of information you want to share with your audience, when speaking about that particular slide.

Starting Microsoft PowerPoint 2000

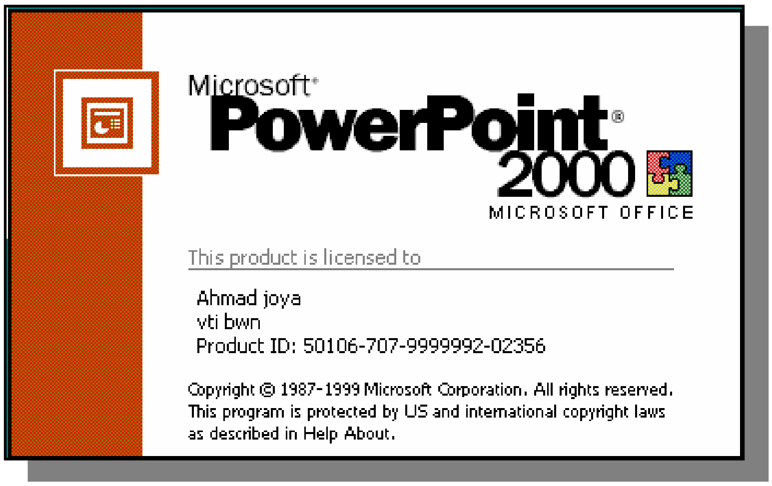
There are almost so many ways to starting Microsoft PowerPoint in Windows. Here we discuss on two common and easiest ways to starting the Microsoft Excel.

Method-1

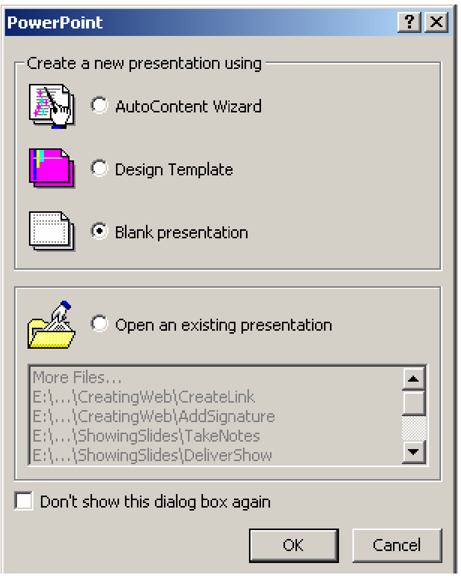
1. Click the start menu on task bar.
2. Click the program submenu on the start-menu.
3. Click the Microsoft PowerPoint icon on the submenu of programs.



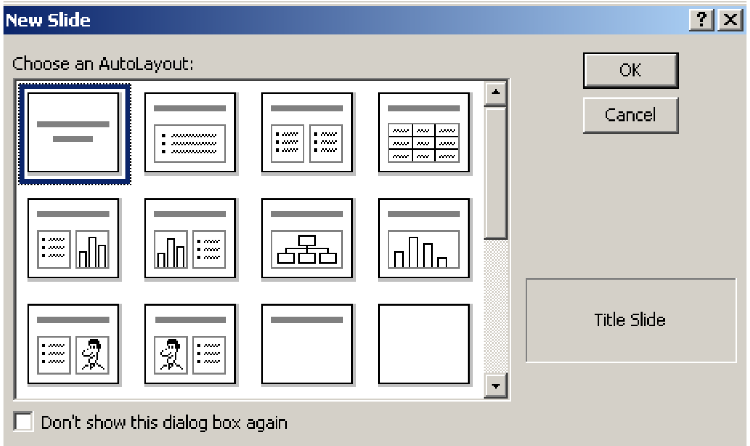
4. This will run the Microsoft Word wall paper



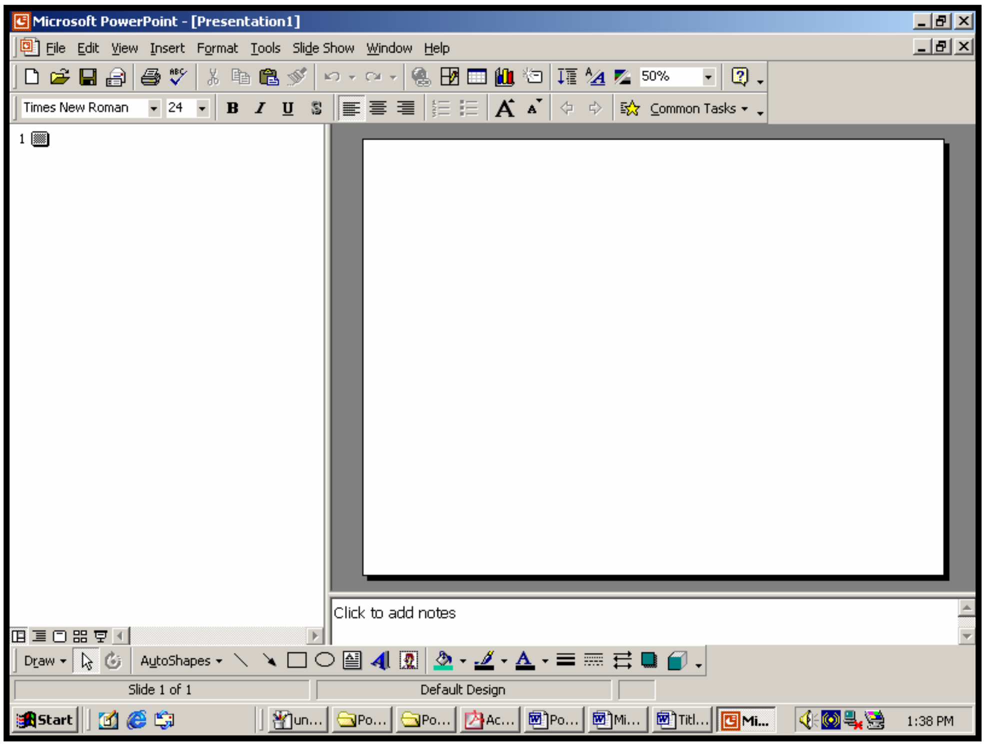
5. After showing wallpaper it will display the Microsoft PowerPoint wizard.
6. Select the Blank Presentation and click Ok as shown in fig below.



After Press Ok button, PowerPoint slide layouts dialogue box will be appear

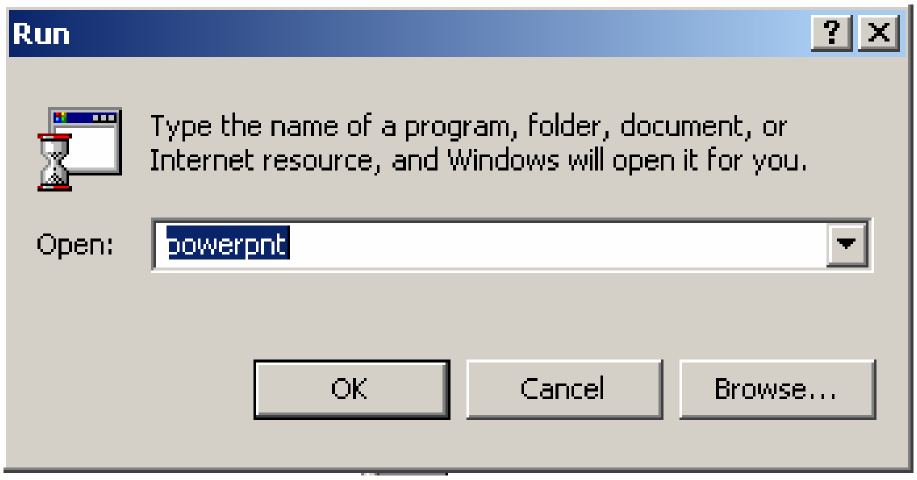


7. Select the slide layout and click Ok
8. A blank presentation will be appear as shown in fig below.



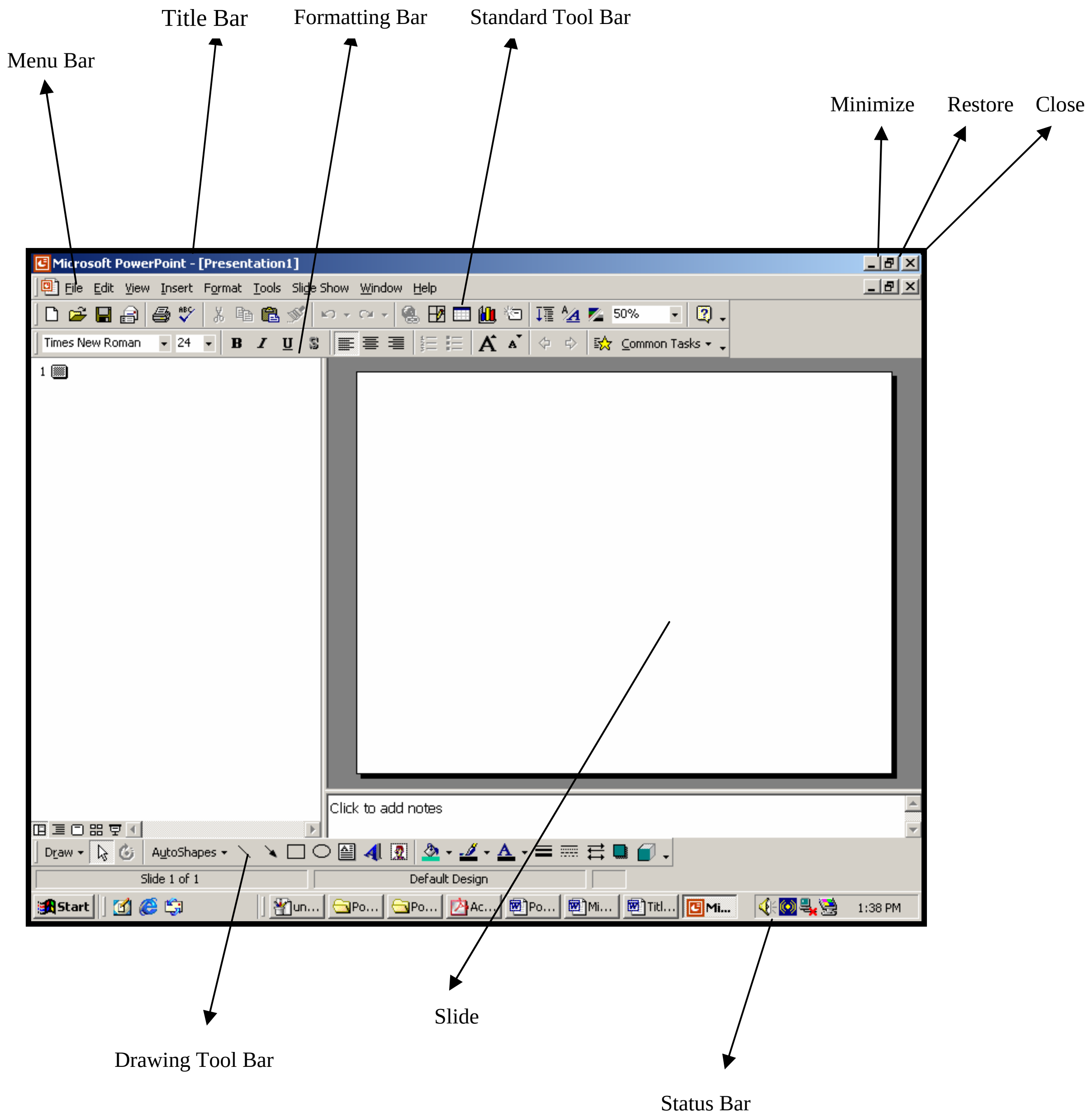
Method-2

1. Click the start menu button in the right corner of task bar.
2. Click the Run submenu on the start-menu.
3. Run dialogue box will be appear.
4. Type the 'Powerpnt.exe' in Open box.
5. Click ok to continue.



Microsoft PowerPoint 2000 Interface

The followings are the major components of the MS-PowerPoint 2000 Interface



1. Title Bar
2. Menu Bar
3. Formatting Bar
4. Standard Tool Bar
5. Minimize
6. Maximize
7. Restore
8. Drawing Tool Bar
9. Status Bar
10. Slide

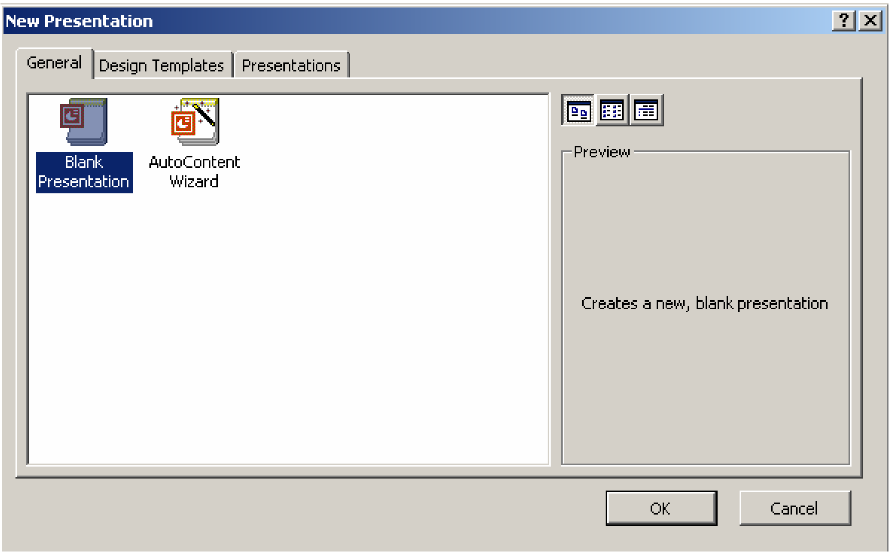
Creating A New Presentation

There are several ways to creating a new presentation in PowerPoint 2000.

1. From Menu Bar

There are following steps involved to creating new presentation from the menu bar.

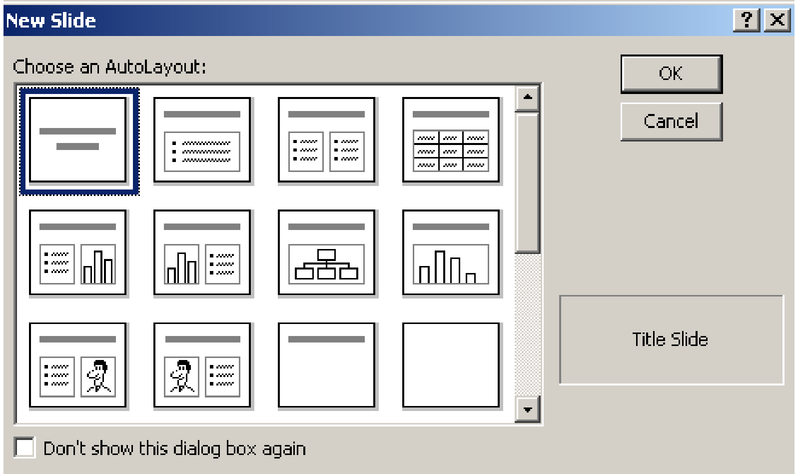
1.Click File menu
2.Click New submenu
3.New Presentation dialog box will be appear
4.Select the Blank Presentation icon



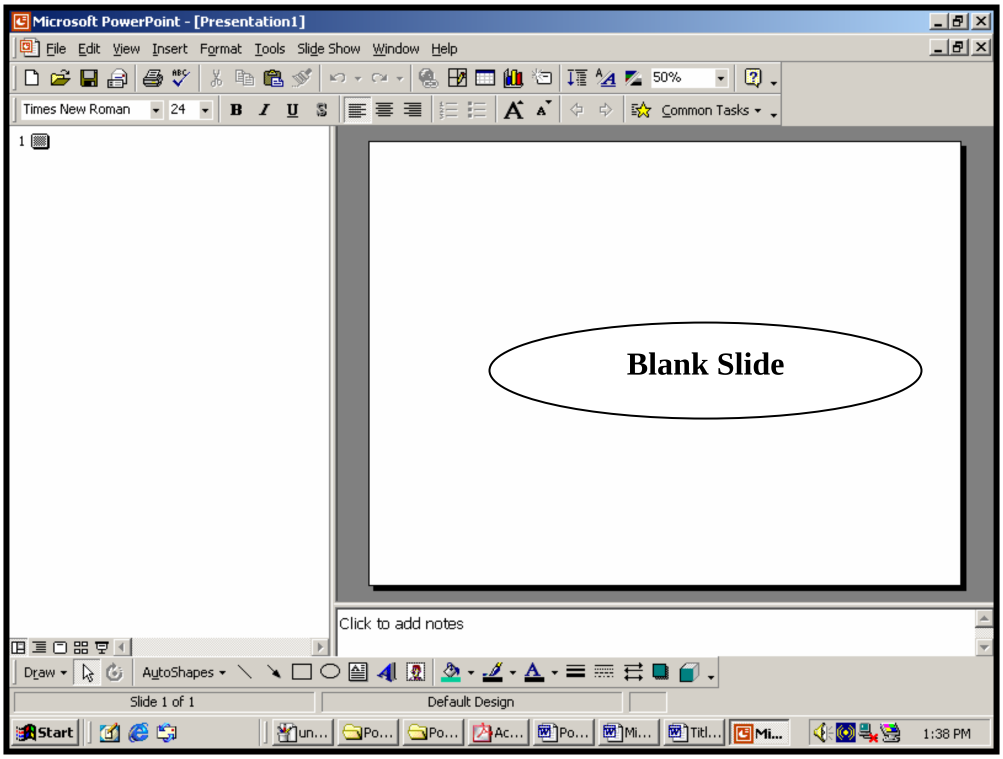
5.Click OK to continue the process

6. It will display the Slide Layout dialogue box

7.Choose the slide layout and click Ok

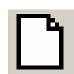


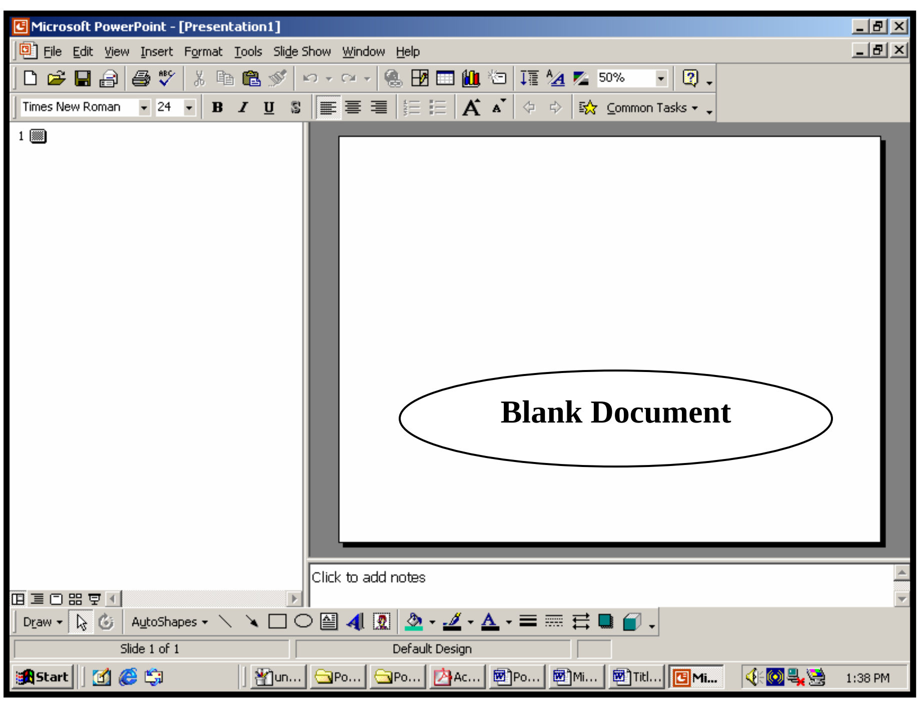
8.The blank slide will be appear as shown in fig below;



2. From Tool Bar

There are following steps involved to creating a new presentation from tool bar.

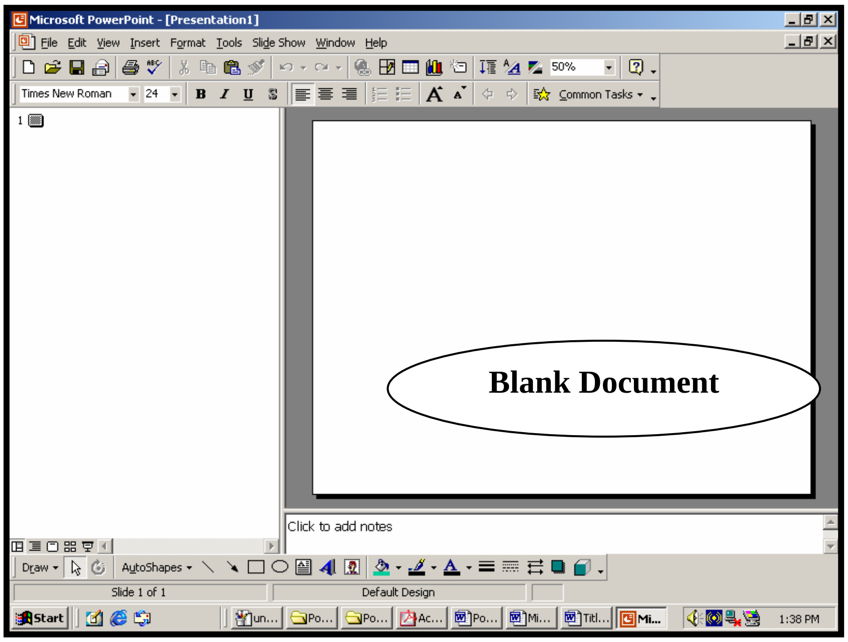
I. Click on New tool on a standard tool bar 
II. It will display the new slide layout dialogue box
III. Select the slide layout you want and click Ok
IV. After clicking Ok , it will display the blank slide as shown in fig below.



3. Through Keyboard Shortcut

There are following steps involved to creating a new presentation through keyboard shortcut.

I. Press Ctrl + N from the keyboard.
II. It will display the slide layout dialogue box.
III. Select the slide layout and click Ok
IV. A blank slide will be appear as shown in fig below;



Steps To Prepare A Single Slide in a PowerPoint Presentation

There are following steps to prepare a slide.

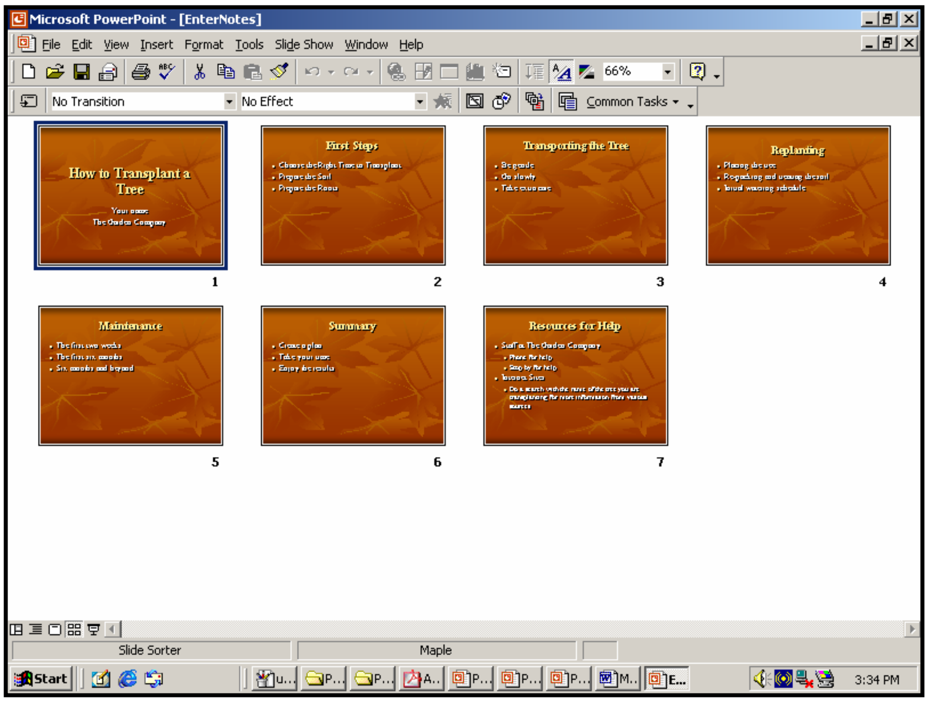
1. Type the text through Text Box or through WordArt on the blank slide.
2. Insert the picture from Clipart Gallery or from File or from Scanner or from Camera.
3. Give the slide Background color or Apply Design.
4. Give the Animation Effects (Preset Animation or Custom Animation) from the Slide Show menu.
5. Give the Rehearse Timings from the Slide Show menu
6. Click the Slide Show menu ☛ View Show or Press F5 key from the keyboard
7. A slide will be display as shown in fig below



Steps To Prepare Multiple Slides in a PowerPoint Presentation

To prepare multiple slides in a PowerPoint presentation, there are following steps involved;

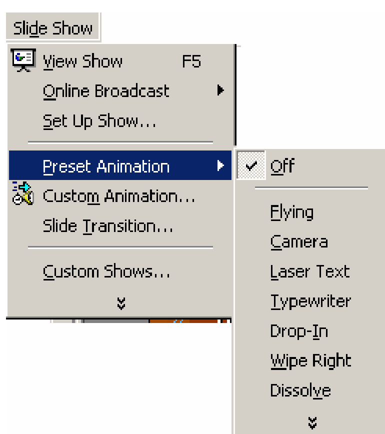
1. Click Insert Menu ☛ New Slide or Press Ctrl+M key from the keyboard
2. Slide Layout dialogue box will be appear
3. Select the slide layout and click Ok
4. A new blank slide will be available
5. Add text or object on this slide
6. Give Animation Effects on the slide objects
7. Give the Rehearse Timings on the slide objects
8. Click the slide sorter icon to view the multiple slides as shown in fig below;

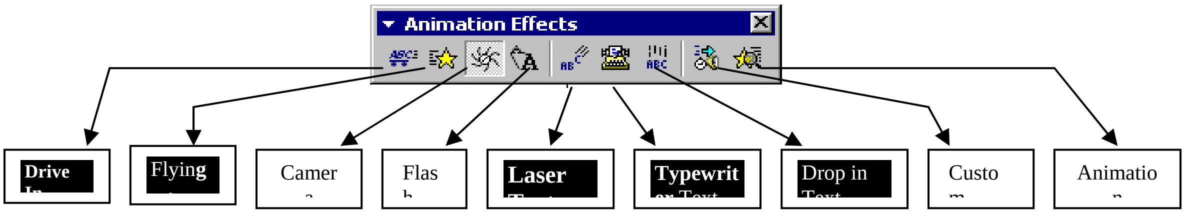


Applying Animation Effects

There are two types of animation effects, Preset Animation and Custom Animation. There are following steps involved to apply the animation effects on t he slide objects:

1. Select the objects of the slide one by one
2. Click Slide Show menu ☛ Preset Animations or Animation Effects icon on the animation effect tool bar as shown in figures below.

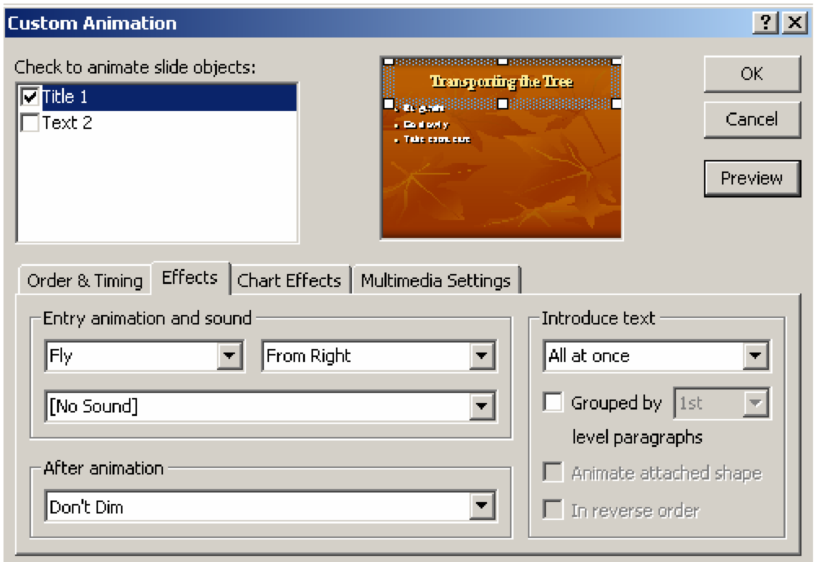




3. Choose the animation effect you want.
4. It will b e apply on the selected slides object.

Or

1. Click Slide Show menu ☛ Custom Animation.
2. Custom Animation dialogue box will be appear as shown in fig below.

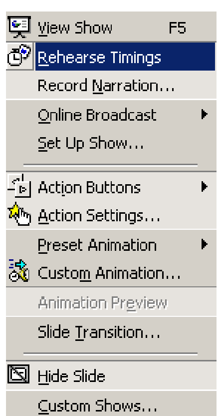


3. Custom Animation dialogue box will be appear as shown in fig below.
4. Select the slide objects one by one.
5. Choose the animation effect from ‘ Entry animation and sound’.
6. Select the sound and After animation effects
7. Click Ok button to apply the animation effects

Applying Rehearse Timing or Automatic Timings on the Slide Objects

To apply the rehearse timing on the slide objects, there are following steps;

1. Click Slide Show menu ☛ Rehearse Timings as shown below.



2. Rehearsal clock will be appear as shown below.

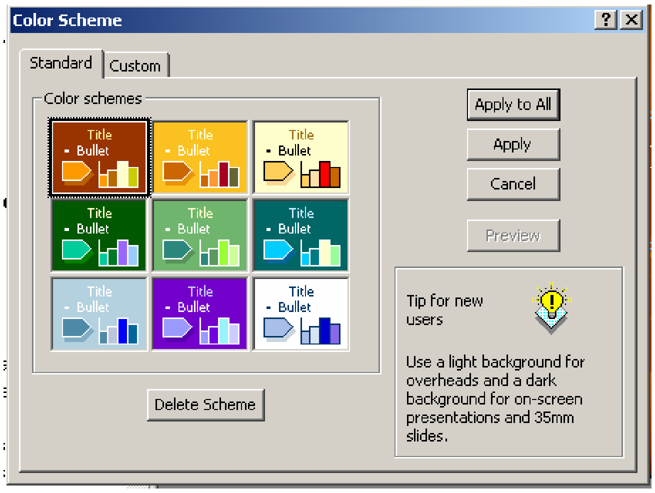


3. Click on the arrow to set the timings on the slide objects
4. After completing the time setting it will ask you to save the time setting
5. Click Yes button to set Rehearse Timings

Working with Color Scheme

There are following steps to apply the color scheme;

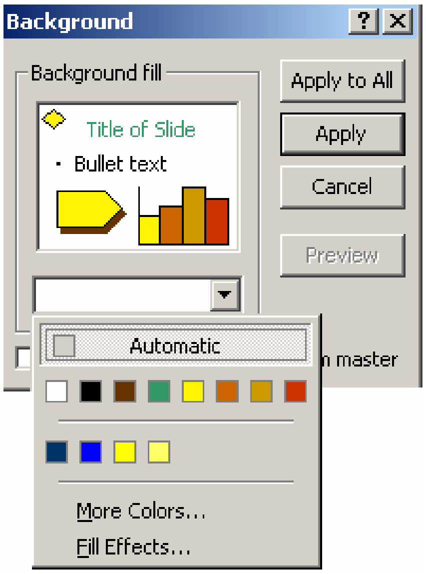
1. Click Format menu ☛ Color Scheme
2. Choose the color scheme
3. Click Apply button to apply the color as shown in fig below.



Working with Background

There are following steps to apply the Background;

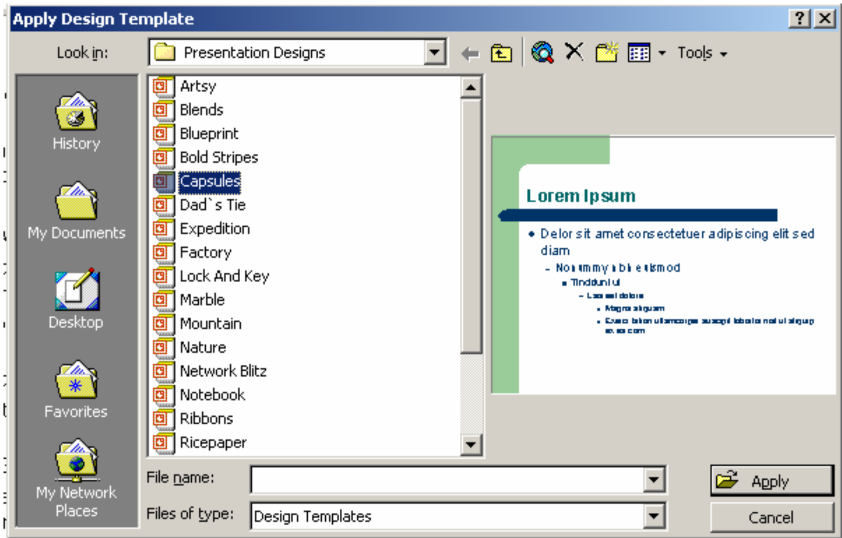
1. Click Format menu ☛ Background
2. Choose the Background colors from More Colors or from Fill Effect
3. Click Ok to apply the colors as shown in fig below.



Working with Apply Design

There are following steps to apply the Apply Design Template;

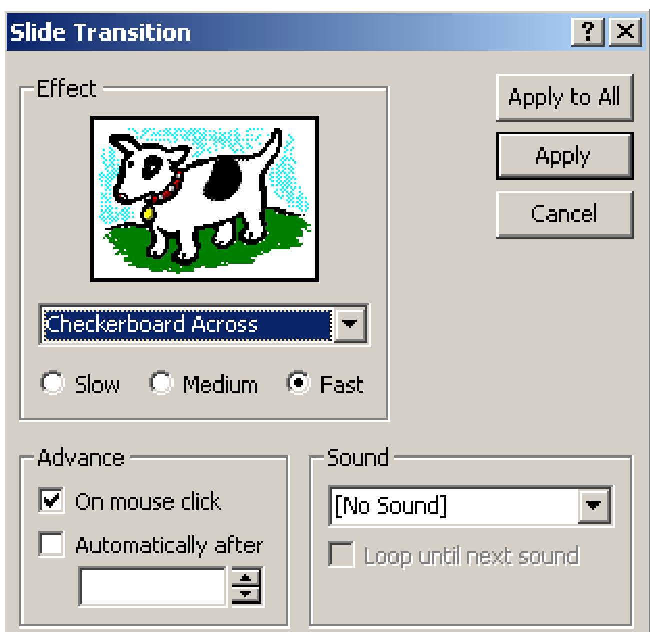
1. Click Format menu ☛ Apply Design Template
2. Apply Design Template dialogue box will be appear as shown fig below.
3. Select the design template and click Apply button



Working with Slide Transition

There are following steps to apply the Slide Transition;

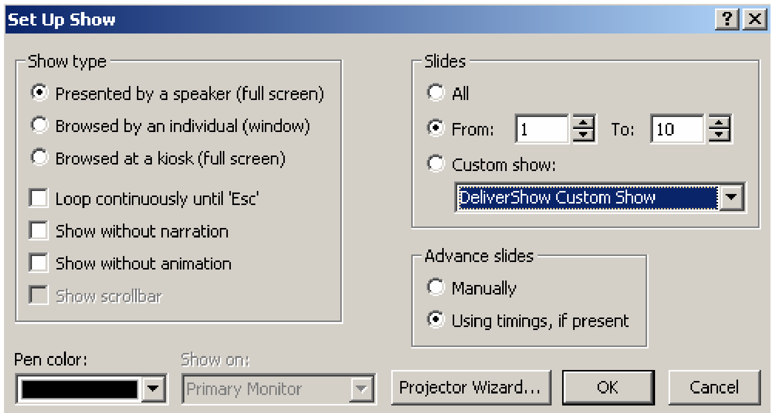
1. Click Slide Show ☛ Slide Transition
2. Slide Transition dialogue box will be appear as shown below.
3. Choose Slide Transition
4. Click Apply or Apply to All



Working with Setup Show

Setup Show sets options for running your slide show, including the type of presentation you're making, which slides to include, whether to include sound and animation effects, the annotation pen color, and how you want to advance the slides.

1. Click Format Menu   Setup Show
2. Set Up Show dialogue box will be appear as shown in fig below.

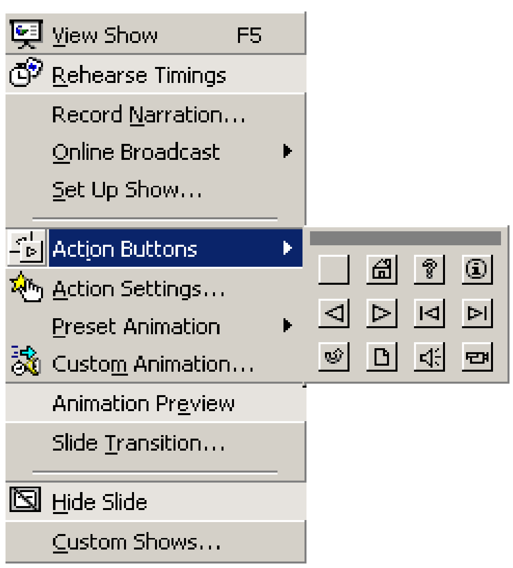


3. Check the box ' Loop continuously until ESC ' for setting up the loop in case of multiple slides.
4. Set the slide range you want to show as shown below.



Working with Action Button

Action button are used to link the slides and presentations to view the slide show. There are different types of action buttons. Click Slide Show menu and then Action button, it will display the Action buttons as shown in fig below;

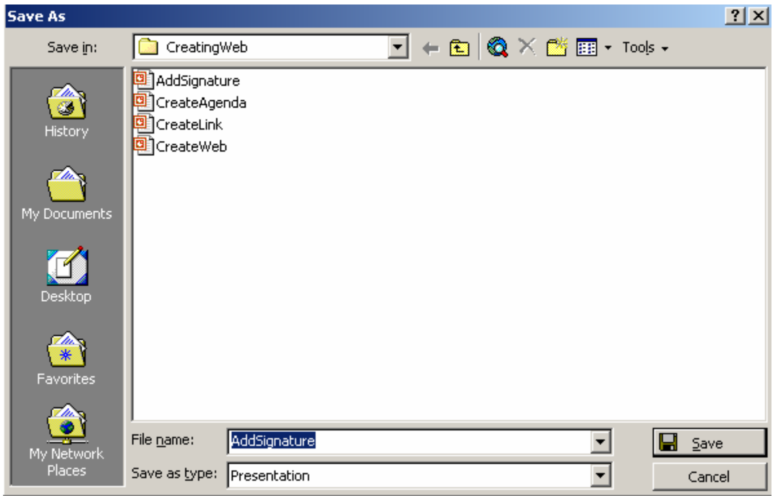


Saving A Presentation

There are different ways to save PowerPoint presentation.

From File Menu

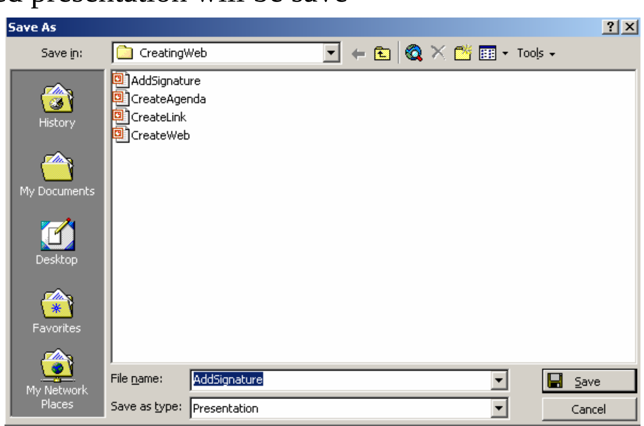
1. Click File Menu.
2. Click Save submenu.
3. Save As dialogue box will be appear as shown below.



4. Choose the location or give the name of the folder where you want to save
5. Type the name of file in File name box
6. Give the type of the file in Save as type box
7. Click Save button
8. The desired presentation will be save. The extension of PowerPoint file is 'ppt'.

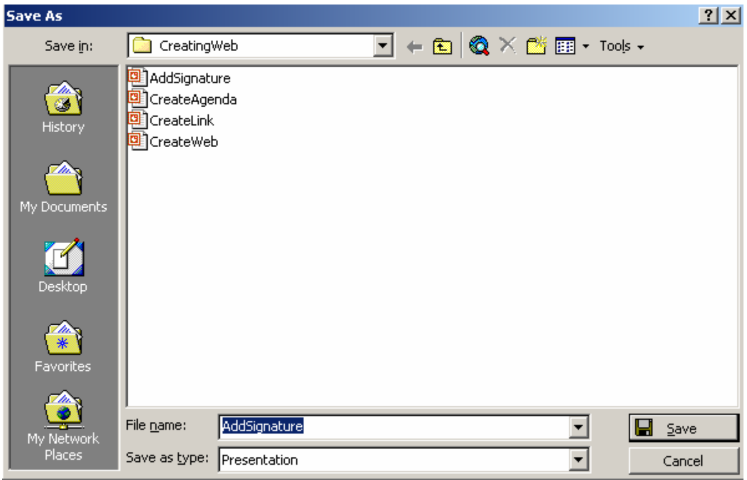
From Tool Bar

1. Click Save  tool on standard tool bar
2. Save As dialogue box will be appear
3. Choose the location or give the name of the folder where you want to save
4. Type the name of file in File name box
5. Give the type of document in Save as type box
6. Click Save button
7. The desired presentation will be save



Through Keyboard

1. Press Ctrl+S from the keyboard
2. Save As dialogue box will be appear
3. Choose the location or give the name of the folder where you want to save
4. Type the name of file in File name box
5. Give the type of document in Save as type box
6. Click Save button
7. The desired presentation will be save

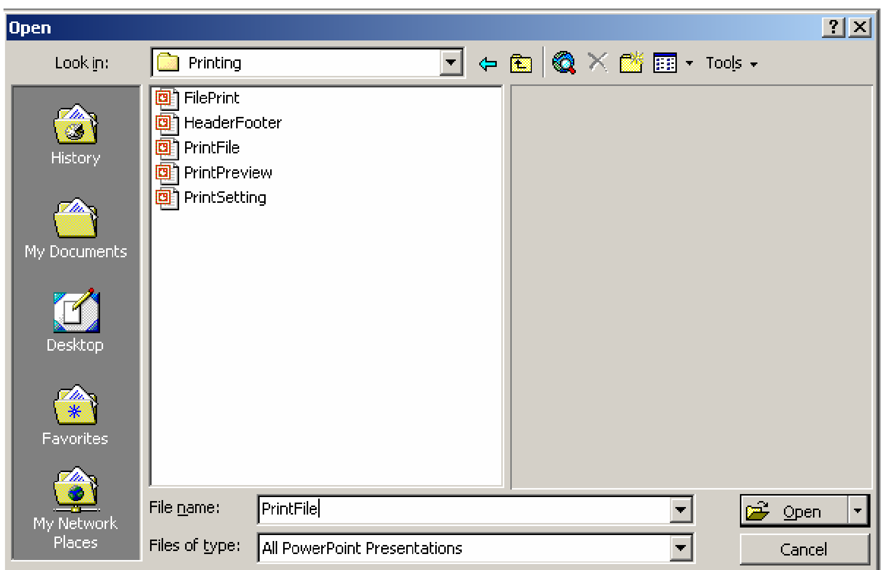


Opening an Existing Presentation

There are some common ways for opening an existing presentation in PowerPoint.

From File Menu

1. Click File Menu.
2. Click Open submenu.

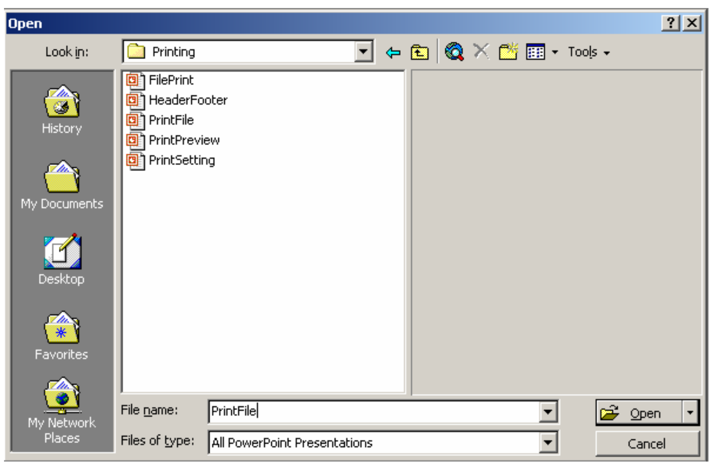


3. Open dialogue box will be appear.
4. Choose the location or look in folder where the file is stored.
5. Select the name of the file from the file lists or type the name of the file in File name Box.
6. Give the type of file in ‘File of type box.’
7. Click Open button
8. The desired presentation will be open

From Tool Bar

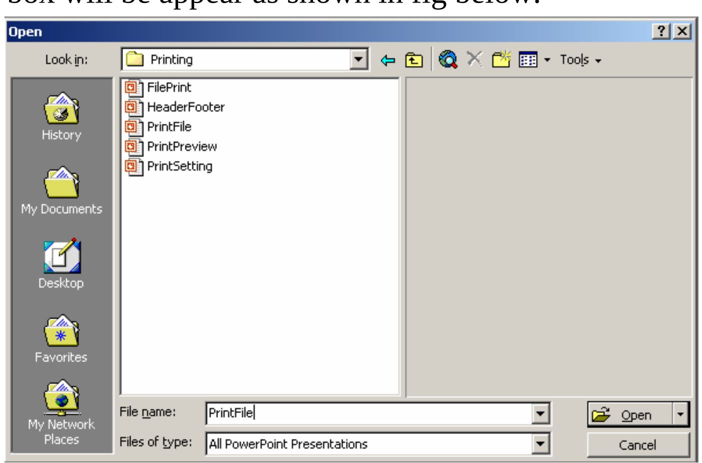
Click Open Tool on the standard tool bar.

1. Open dialogue box will be appear as shown below in fig.
2. Choose the location or look in folder where the file is stored.
3. Select the name of the file from the file lists or type the name of the file in File name Box.
4. Give the type of file in File of type box.
5. Click Open button
6. The desired presentation will be open



Through Keyboard

1. Press Ctrl+O from the keyboard
2. Open dialogue box will be appear as shown in fig below.

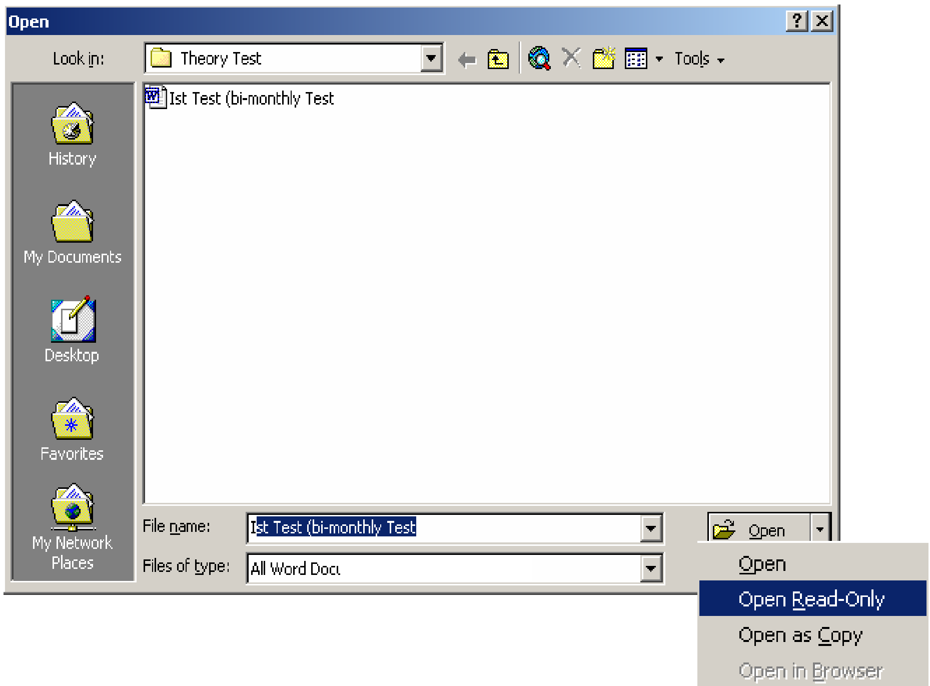


3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name Box.
5. Give the type of file in File of type box.
6. Click Open button
7. The desired presentation will be open

Open as Read-Only & Open as a Copy

To open the presentation as a read-only or open as a copy the following steps are involved.

1. Click File menu---Open or Press Ctrl+O key from the keyboard or Click on open tool on standard tool bar.
2. Open dialogue box will be appear.



3. Choose the location or look in folder where the file is stored.
4. Select the name of the file from the file lists or type the name of the file in File name Box.
5. Give the type of document in File of type box.
6. Click Open Command & Setting button.
7. Select Open Read-Only or Open as a Copy option.
8. The desired presentation will be open as read-only or open as a copy.

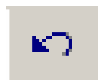
Editing in Presentation

Editing in presentation is another feature of Microsoft PowerPoint. You can easily modify presentation in PowerPoint. Some important features/commands are discussed as below in this unit.

Undo and Redo Commands

UNDO Command

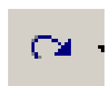
The Undo Command is used for cancellation of last action, which you perform accidentally or by mistake. There are 16 undo levels in MS-PowerPoint 2000. The Symbol icon for Undo command is



The short cut key for Undo command is **Ctrl + Z** from the key board.

REDO or REPEAT Command

This Redo or Repeat Command is used for cancellation of Undo command. The Symbol icon for Redo command is



The short cut key for Undo command is **Ctrl + Y** from the key board.

CUT, COPY and PASTE Command

CUT Command:

The Cut command is used for moving the text line or paragraph, a word , a picture or an object from one place to an other place or from one document to another document . For this, first you should select the required text or object then click Edit menu and Cut or Press **Ctrl+X** from the Keyboard or click on symbol icon  of cut from the standard tool bar.

COPY Command:

The Copy command is same as Cut command but the only difference between Cut & Copy commands is that in Cut command the selected text or object dis-appears from its original place while in Copy command it does not dis-appear from its original place. For this, first you should select the required text or object then click Edit menu and Copy or Press Ctrl+C from the Keyboard or click on symbol icon  of cut from the standard tool bar.

PASTE Command:

When we cut or copy the text or object it is stores on Clipboard. After cut and copy we can display this text or object on an insertion point by the help of Paste command. There are following ways to apply the Paste command.

1. Place the cursor on insertion point. Click Edit Menu then click Paste command
2. Press Ctrl+V from the key board
3. Click Paste icon on  the standard tool bar.

Clipboard is a temporary storage on which document is stored permanently. The contents

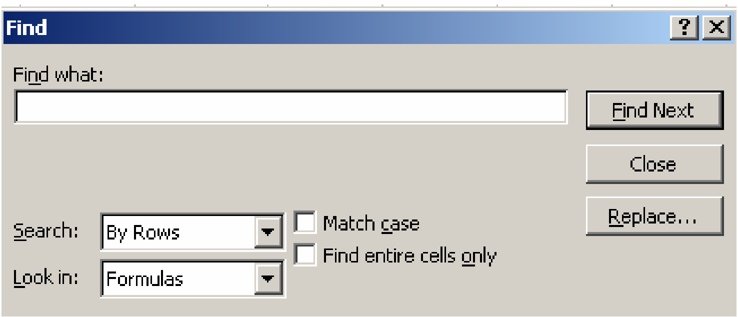
of Clipboard disappear when the computer is switched off.



Finding the Text from the Document

To find the text, special character, non-printing character, paragraph, comments, header & footer the Find command is most powerful tool. There are following steps:

1. Click Edit menu and then click Find option
2. Press Ctrl+F from the keyboard
3. Find dialogue box will be appear

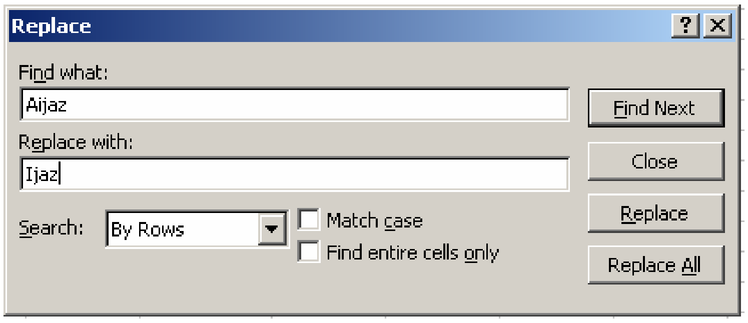


4. Type the text in Find what box.
5. Click Find Next button to find the text from the entire document.
6. It will highlight the desired text.

Replacing the Text from the Presentation

To replace the text, special character, non-printing character, paragraph, comments, header & footer with others the Replace command is most powerful tool. There are following steps:

1. Click Edit menu and then click Replace option
2. Press Ctrl+H from the keyboard
3. Replace dialogue box will be appear



4. Type the text in Find what box you want to find
5. Type the text in Replace with box
6. Click Replace or Replace All button to replace the text.
7. It will replace with the text you have already found.

Deleting the Text or Object

To delete the text or Object there are following steps involved;

1. Select the text or object you want to delete
2. Press Delete key from the keyboard or
3. Click Edit ☛ Clear to delete the text or object.

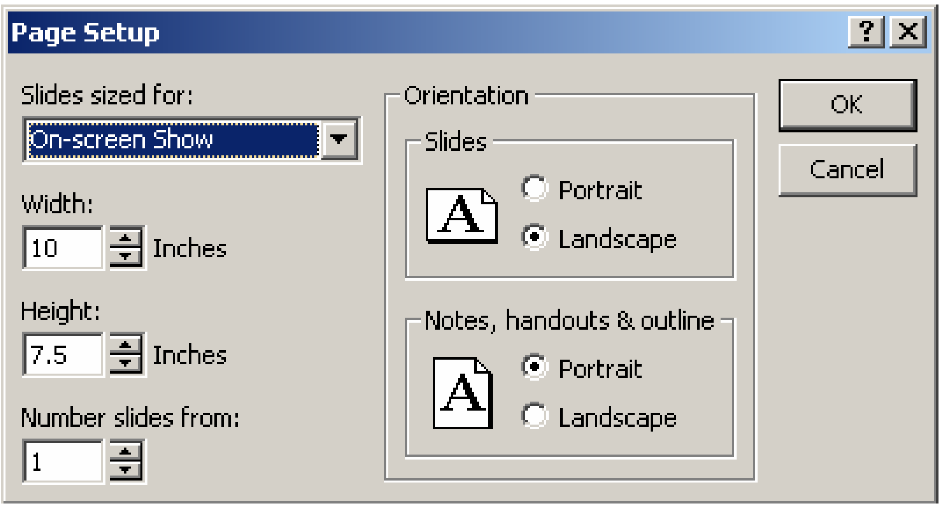
Working With Page Setup

There are following main settings in Page Setup as discussed below in this topic.

1. Page Setting

The other main setting in Page Setup is setting of Slides Size (Width , Height and Number slide from) as shown in fig below.

1. Click File Menu.
2. Click Page Setup.
3. The Page Setup dialogue box will be appear shown in fig below.
4. Give the orientation of the slide (Portrait or Landscape)
5. Choose the slide size
6. Click Ok to setting the page.

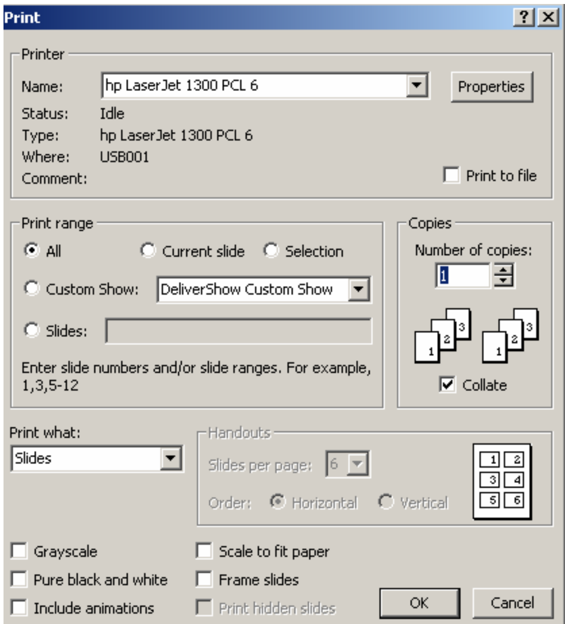


Printing Slides

Printing of slides is a main feature of Microsoft PowerPoint. To print the slides there are three main ways.

1. From File Menu:

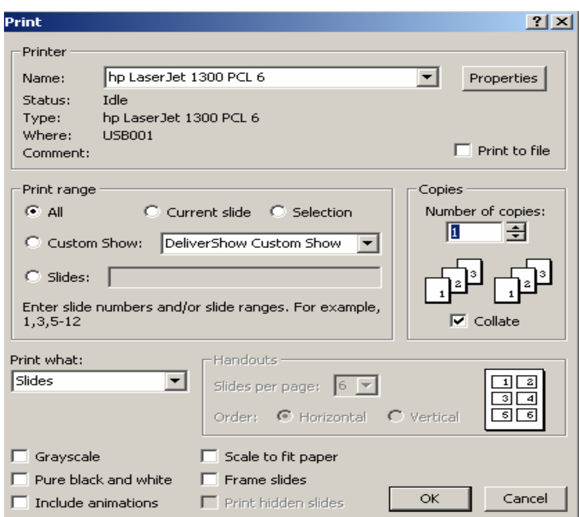
1. Click File Menu
2. Click Print submenu
3. Print dialogue box will be appear as shown in fig below.



4. Select the printer name from Name box.
5. Select the range from the Range area(All , Current or Selection).
6. Give the number of copies in Number of copies box.
7. Check the collate copy or uncheck the collate copy.
8. Click Ok to continue printing.

2. From Print Icon on the standard tool bar

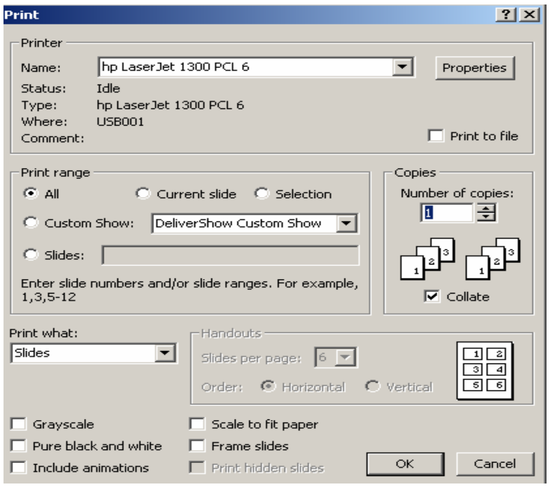
1. Click Print icon  on the standard tool bar
2. Print dialogue box will be appear as shown below.



3. Select the printer name from Name box.
9. Select the range from the Range area(All , Current or Selection).
4. Give the number of copies in Number of copies box.
5. Check the collate copy or uncheck the collate copy.
6. Click Ok to continue printing.

3. Through Keyboard

1. Press Ctrl+P shortcut key from the keyboard
2. Print dialogue box will be appear as shown below.



3. Select the printer name from Name box.
4. Select the range from the Range area(All , Current or Selection).Give the number of copies in Number of copies box.
5. Check the collate copy or uncheck the collate copy.
6. Click Ok to continue printing.

Collate Copy

If you request multiple copies (five slides, for instance) and do not check the collate copies option. Excel will print all five-slide 1's then all five slides 2's and so on. You will need to hand collate them to make orderly sets.

Formatting Worksheets

Formatting of slide's text is a major feature of PowerPoint. There are two ways to format the slides. Formatting is applied on the selected text. It can be done in two ways.

1. Using Formatting Bar
2. Using Format Menu

1. Using Formatting Bar

First of all you select the text and then apply different formatting tool bar. Some common tools are shown in fig below.



Font Size

Changes the size of the selected text and numbers. In the Font Size box, enter a size. The sizes in the Font Size box depend on the selected font and active printer.

Font
Changes the font of the selected text and numbers. In the Font box, select a font name.

Bold
Makes selected text and numbers bold. If the selection is already bold, clicking removes bold formatting.

Italic
Makes selected text and numbers italic. If the selection is already italic, clicking removes italic formatting.

Underline
Underlines selected text and numbers. If the selection is already underlined, clicking removes underlining.

Text Shadow
It adds or removes a shadow from selected text.

Align Left
Aligns the selected text, numbers, or inline objects to the left side of the document page.

Center
Centers the selected text, numbers, or inline objects.

Align Right
Aligns the selected text, numbers, or inline objects to the right side of the document page.

Justify
In Microsoft Word and Microsoft PowerPoint, aligns the selected paragraphs to both the left and right margins and indents. In Microsoft Excel, breaks the cell contents into multiple lines within the cell and adjusts the spacing between words so that all lines are as wide as the cell.

Increase Font Size
It increases the font size of the selected text to the next larger size in the Font Size box.

Decrease Font Size
It decreases the font size of the selected text to the next smaller size in the Font Size box.

Demote
Moves the selected paragraph to the next-lower heading level (down one level, to the right).

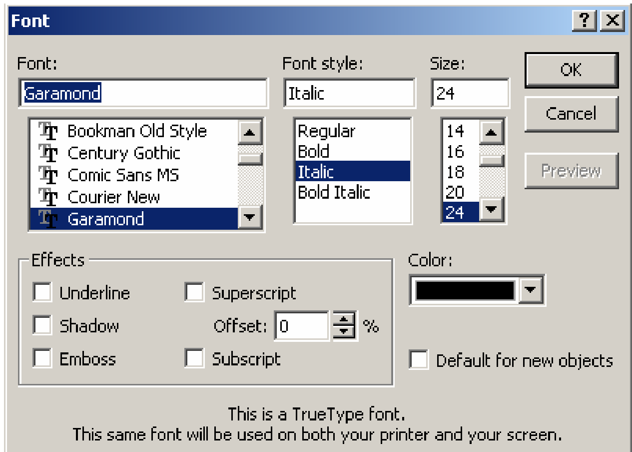
Promote
Moves the selected paragraph to the next-higher heading level (up one level, to the left).

Animation Effects
Adds or changes animation effects on the current slide. Animation effects include sounds, text and object movements, and movies that occur during a slide show.

2. Using Format Menu

Slide text formatting can also be done through the Format Menu. First of all select the desired text and do the followings;

1. In Format Menu ☛ Font
2. Font dialogue will be appear as shown in fig below.

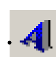


3. Select the Font, Font Size, Font Style, Effects and text Shadow and Click Ok

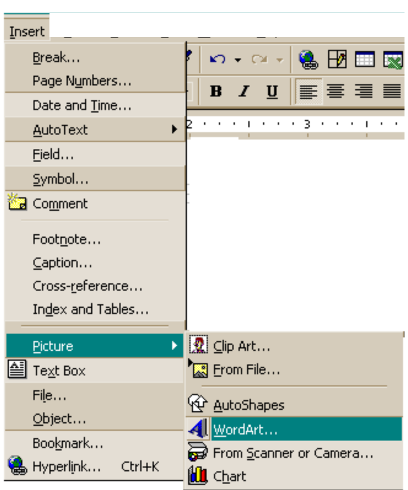
Working with Word Art

To apply a Word Art in slides there are so many ways.

Through Insert Menu and WordArt tool bar

1. Click Insert menu ☛ Picture ☛ Word Art or Click Insert WordArt icon . 
2. Word Art Gallery dialogue box will be appear as shown below.

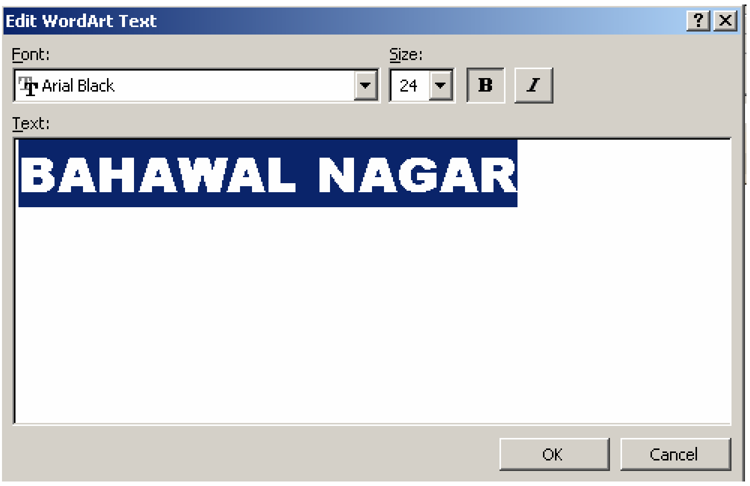






3. Select the style from the Word Art Gallery and click OK
4. Edit WordArt Text dialogue box will be appear

5. Type the desired text
6. Select the font, Font Size, Bold or Italic and click OK

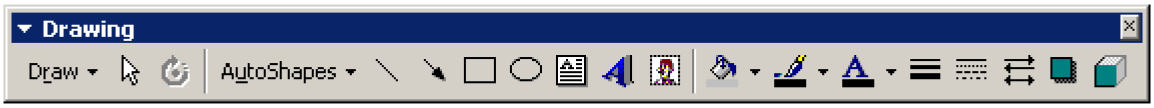


7. WordArt text will be appear as shown below
8. Select the WordArt text and apply the Edit text, Rotate, WordArt Shape, Wrap Text



Working with Drawing Tool Bar

To draw different drawing objects Drawing Tool Bar is used. There are following main objects on drawing tool bar.





Select Objects:

Changes the pointer to a selection arrow so you can select objects in the active window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.



It is used to draw different shapes (arrows, basic shapes, callouts, flow chart symbols etc.)



Line

Draws a straight line where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

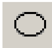


Arrow

Inserts a line with an arrowhead where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

 **Rectangle**

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT and drag.

 **Oval**

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT and drag.

 **Text Box**

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

 **Insert WordArt**

Creates text effects by inserting a Microsoft Office drawing object.

 **Clip Art**

Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection. In PowerPoint, this command is available only in slide and notes views.

 **Fill Color**

Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern, and picture fills..

 **Line Color**

Adds, modifies, or removes the line color from the selected object.

 **Font Color**

Formats the selected text with the color you click.

 **Line Style**

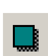
By the help of this tool there are different line styles

 **Dash Style**

By the help of this tool we apply different Dash style on the lines.

 **3-D**

This tool can apply different shadow styles.

 **Shadow**

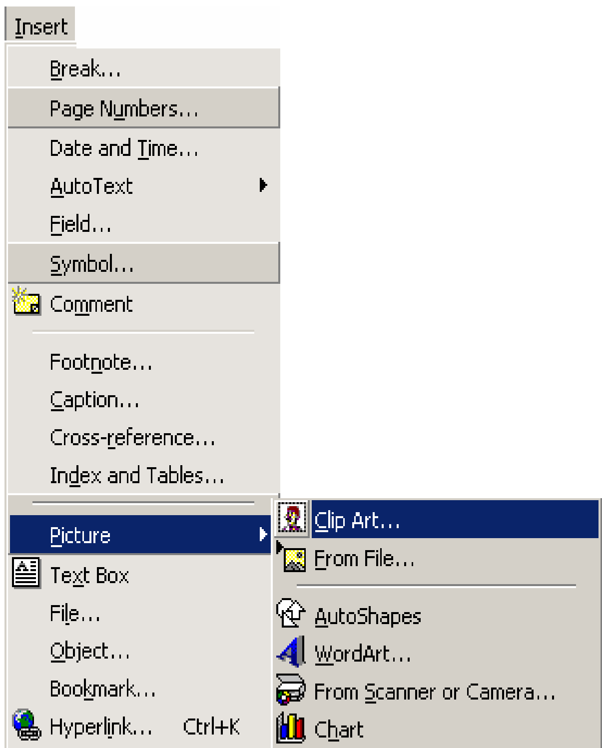
This tool can apply different 3-D styles.

Working with Pictures

In Microsoft PowerPoint slides we can insert picture from ClipArt, From Scanner, Camera and from different files. To insert picture in a slide there are following ways:

1. Click Insert Menu ☛ Clipart ☛ Picture or click on Insert Clip Art icon on drawing tool bar.
2. Clip Art Gallery will be open
3. Select the category of pictures
4. Choose the picture from Insert Picture dialogue box and insert it into the insertion point.

Pictorial view of this process is as shown below;

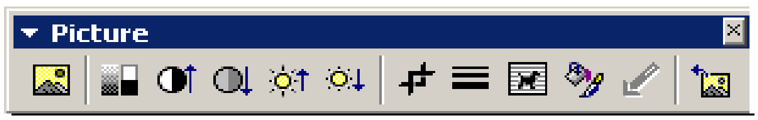






Picture Formatting

To change the color, size, contrast, brightness, darkness, image control and formatting of the picture select the picture and then use the tools from the Picture Tool Bar to format the picture as shown in fig below.



Working With Charts

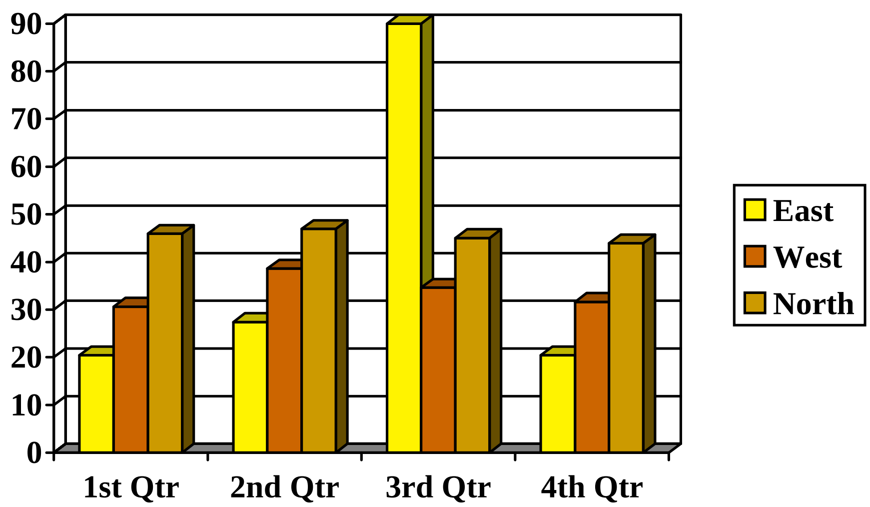
Chart

A chart is graphical representation of data in slides. Charts are visually appealing and make it easy for users to see comparisons, patterns, and trends in data. For instance, rather than having to analyze the data,

Creating a Chart in a Slide

You can create a chart on a slide. To create a chart, you must first the data for the chart on the slide and then perform the following steps;

1. Click Insert Menu ☛ Chart or Chart Wizard icon on the standard tool bar .
2. Chart Wizard will display as shown in fig below;



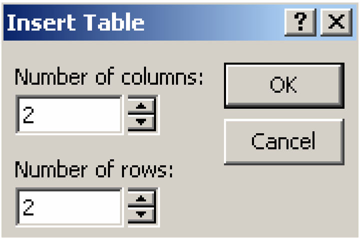
3. Change the chart Properties as required

Working With Table

Insert Menu ☛ Table

This command inserts a new Microsoft Word table on the active slide. This command is available only in normal and notes views.

1. To insert a table on a slide click Insert Menu ☛ Table.
2. Insert Table dialogue box will be appear as shown in fig below.

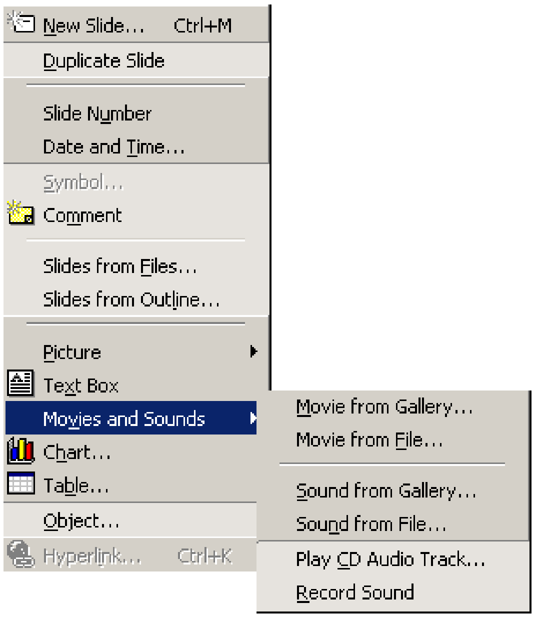


3. Type the number or rows and number of columns in an Insert Table dialogue box
4. Click Ok to insert a table on a slide
5. Format the Table using Table and Border Tool Bar

Working With Movies and Sounds

You can also insert movies and sounds in your slide/slides in a PowerPoint presentation. To insert movies an sounds there are following steps:

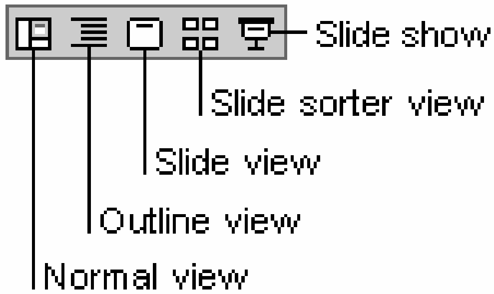
1. Click Insert Menu ☛ Movies and Sounds
2. Select the location from where you want to insert movies or sounds as show below in fig.



3. When you will choose the category from where you insert the movies and sounds it will be insert on a slide.

Different Slide Views

There are different slide views used in PowerPoint. These are discussed as below;



Slide Show

It runs your slide show, beginning with the current slide if you're in slide view or the selected slide if you're in slide sorter view.

Slide Sorter

Slide Sorter displays miniature versions of all slides in a presentation, complete with text and graphics. In slide sorter view, you can reorder slides, add transitions and animation effects, and set the timings for electronic slide shows.

Slide view

It switches to slide view, where you can work on one slide at a time.

Outline view

It switches to outline view, where you can work with the structure of your file in outline form. Work in outline view when you need to organize the structure of your file.

Normal

It switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation.

Grayscale Preview

It shows the active presentation in black and white. The appearance of the slide depends on the option you select on the Black And White shortcut menu (click the right mouse button while in black-and-white view to show this menu).

Note: The Black and White shortcut menu isn't available in high-contrast black-and-white view.

Slide Master

Displays the slide master, where you can set the default layout and formatting for all the slides except title slides (which are controlled by the title master). For example, switch to slide master view to set the default font or to add an illustration (such as your company logo) that you want to appear on each slide. Don't add text in slide master view; switch back to normal view to add text.

Notes Page View

Displays the notes page for the selected slide, where you can create speaker notes for the slide.

Slide Templates:

A Slide Template is a pre-made design, layout & colour scheme of a slide.

Handout Master:

Displays the handout master, on which you can add or change header and footer information that you want to appear on every handout.

Notes Master:

Displays the notes master, on which you can modify the layout and formatting of your notes pages.

Some Important Short Keys

Press	**To**
CTRL+M	Insert a new slide
CTRL+D	Make a copy of the selected slide
CTRL+W	Close a presentation
F5	Run a presentation
ALT+F4	Quit PowerPoint

Theory Exercise

Questions

1. Circle the True and False.

1. Microsoft power point spread sheet software. (T / F)
2. By increasing the zoom size, font size of the text not increases. (T / F)
3. The dimension of the Letter Size paper is 8.5” x 13”. (T / F)
4. The minimum zoom size in Word 2000 is 25 % (T / F)
5. In Power Point-2000 we can insert table. (T / F)

2. Fill in the blank.

1. The maximum zoom size in Word 2000 is ______________________________.
2. To Check the Spelling & Grammar keyboard shortcut ______________is used.
3. The dimension of letter size paper is _________________________________.
4. In MS-Power Point Shift + F7 key is used for __________________________.
5. Ctrl + B key from the keyboard is used for______________________________.

3. Name the different screen views in Power Point.

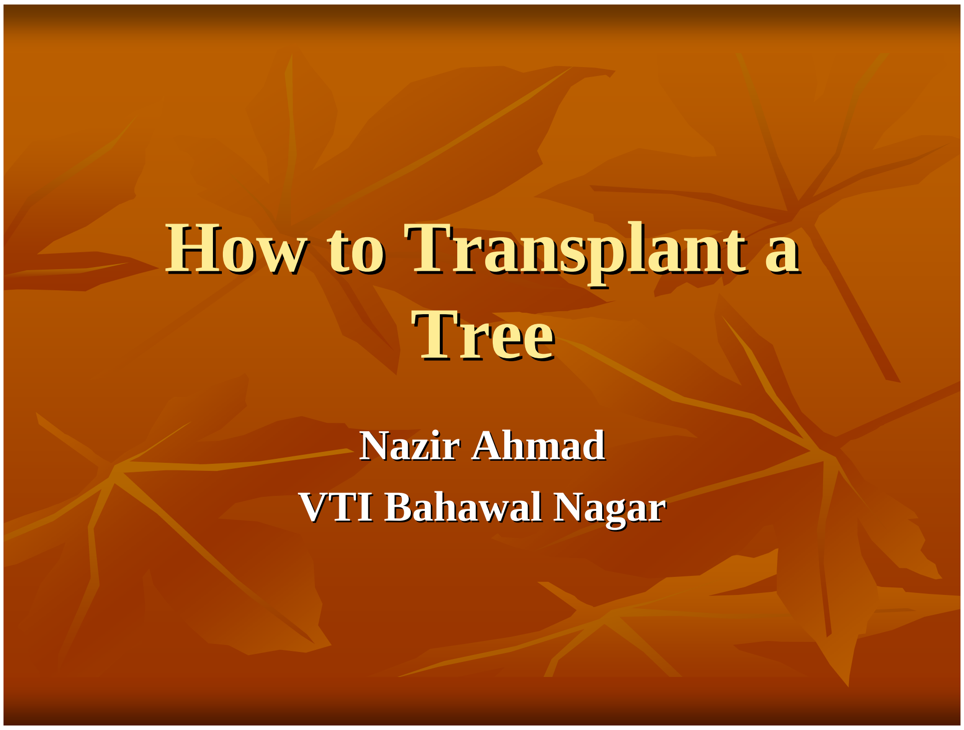
______________________ ______________________

______________________ ______________________

______________________ ______________________

Practical Exercise-1

Topic: Prepare the slides according to given format.	Date:



Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-2

Topic: Prepare the slides according to given format.	Date:



Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-3

Topic: Prepare the slides according to given format.	Date:

2

POVERTY ALLEVIATION

&

EMPLOYMENT GENERATION

THROUGH

SKILL TRAINING

PVTC EXPERIENCE

Findings

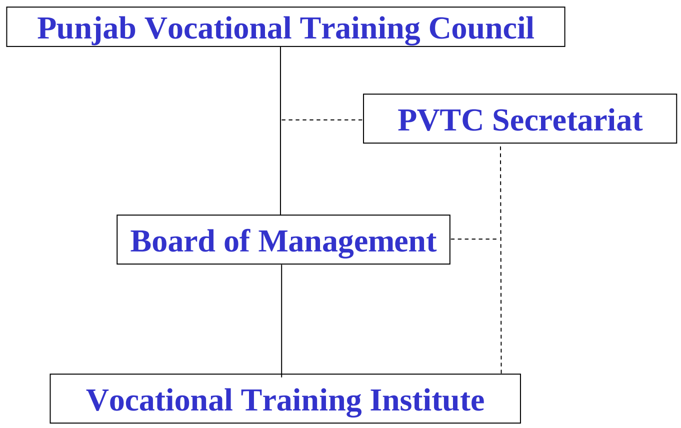
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-4

Topic: Prepare the slides according to given format.	Date:

Operational Linkage of PVTC-VTI

14



Findings

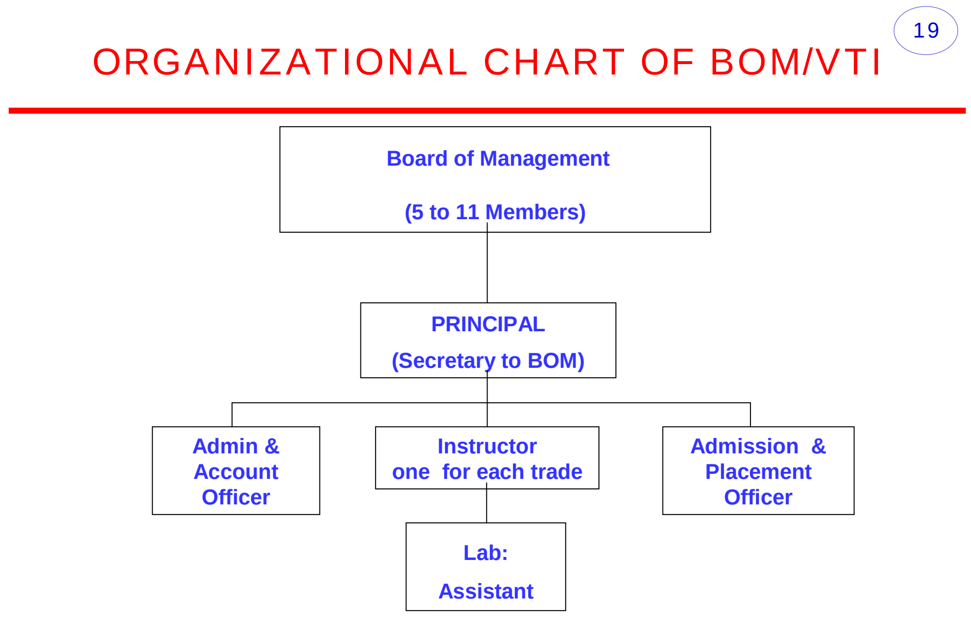
Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-5

Topic: Prepare the slides according to given format.	Date:



Findings

Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-6

Topic: Prepare the slides according to given format.	Date:

23

REHABILITATION

OF

NEGLECTED CHILDREN

THROUGH

EDUCATION
+
SKILL TRAINING

Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

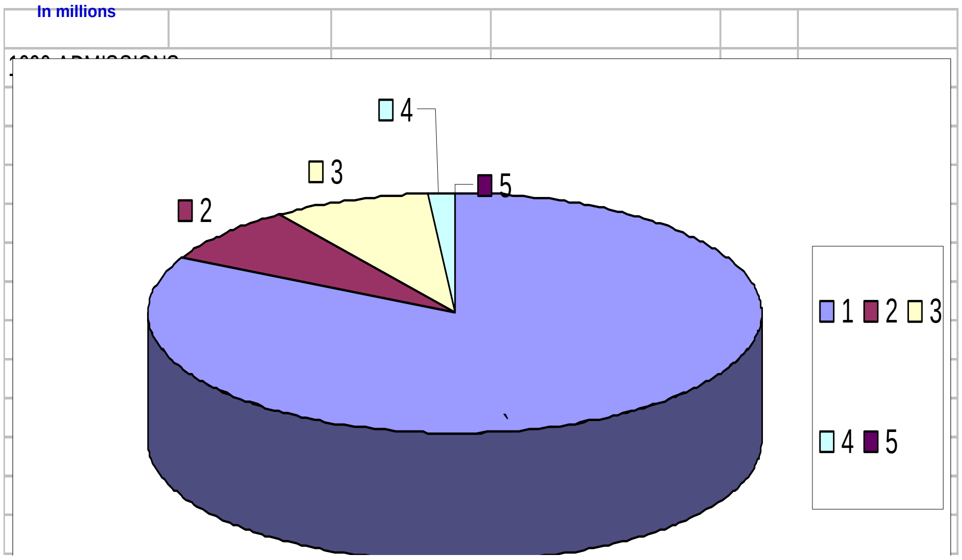
Practical Exercise-7

Topic: Prepare the slides according to given format.	Date:

ENROLMENTS AND DROPOUTS

26

Class 1 of Year 1991 - Class XI of Year 2001



Findings

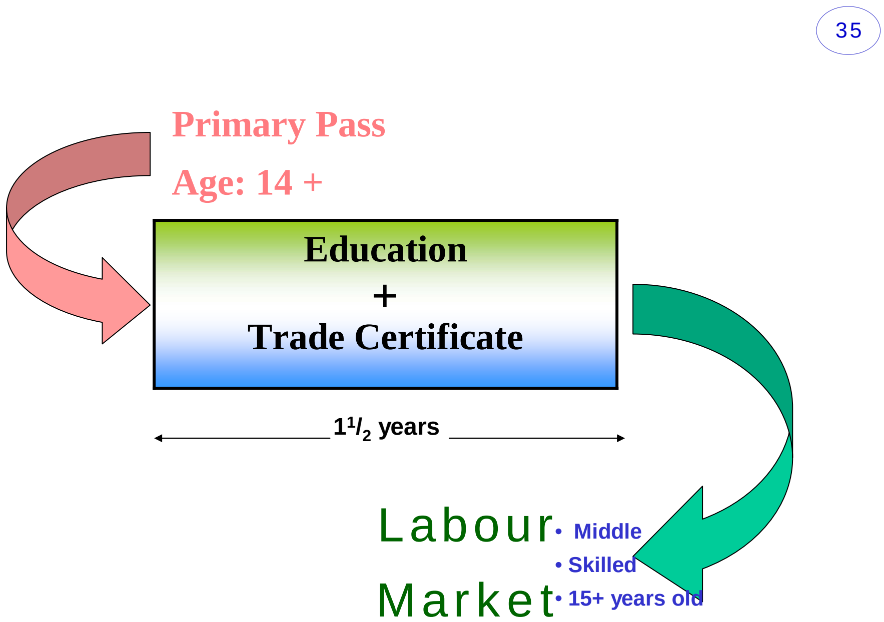
Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-8

Topic: Prepare the slides according to given format.	Date:



Findings

Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-9

Topic: Prepare the slides according to given format.	Date:

Trainees On Roll as on 30.4.2004

9-A

S.No	Name of VTI	Trainees on Roll	S.No	Name of VTI	Trainees on Roll	S.No	Name of VTI	Trainees on Roll
1	Bahawalnagar	193	18	Jhelum	157	35	Phalia	64
2	Bahawalpur	193	19	Jhang	195	36	Piplan	160
3	Bhalwal	152	20	Kasur	143	37	Quaidabad	163
4	Burj Attari	138	21	Khanewal	176	38	R.Y. Khan	137
5	Chakwal	379	22	Kullorkot	155	39	Rawalpindi	247
6	Chunian	134	23	Layyah	248	40	Sahiwal	245
7	D.G. Khan	225	24	Mandi Bahaudin	161	41	Sargodha	209
8	Duniya Pur	167	25	Mianwali	209	42	Shadman	106
9	Faisalabad	284	26	Multan	256	43	Sheikhupura	201
10	Fateh Jang	139	27	Women Jail	66	44	Abdul Hakim	60
11	Green Town	379	28	Muzafar Garh	180	45	Sialkot	391
12	Gujranwala	123	29	Narowal	146	46	Sillianwali	116
13	Gujrat	205	30	Noor Pur Thal	108	47	Toba Tek Sing	282
14	Hafizabad	139	31	Nowshehra	163	48	Township	182
15	Haveli Bahadu Shah	167	32	Okara	159	49	Vehari	207
16	Jampur	146	33	Pakpattan	327	50	Wazirabad	44
17	Jaranwala	433	34	Panwan	116		**Total:**	**9375**

Findings

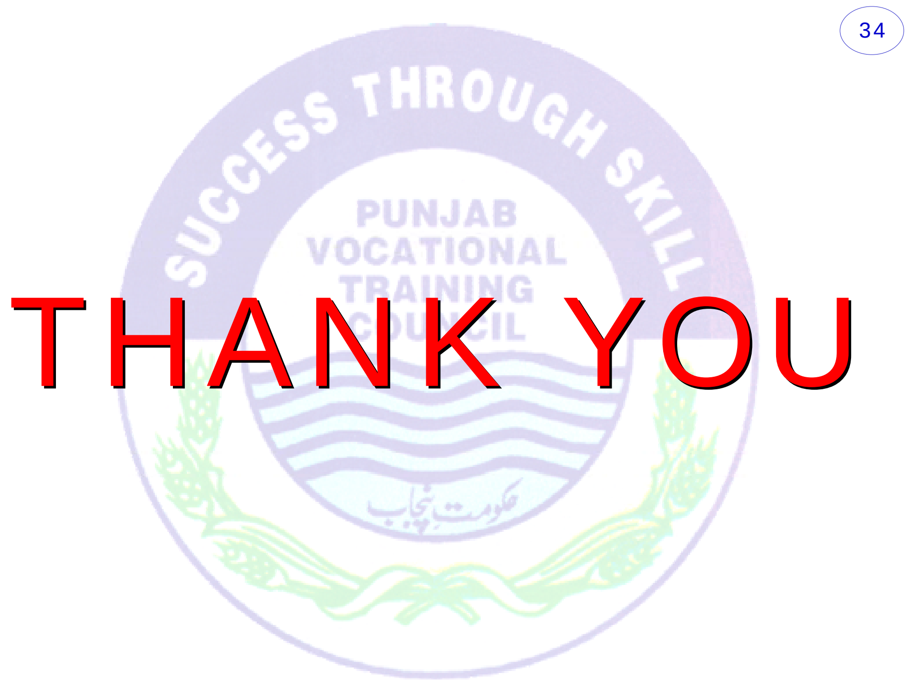
Trainee Signature

Instructor's Remarks

Instructor's Signature

Practical Exercise-10

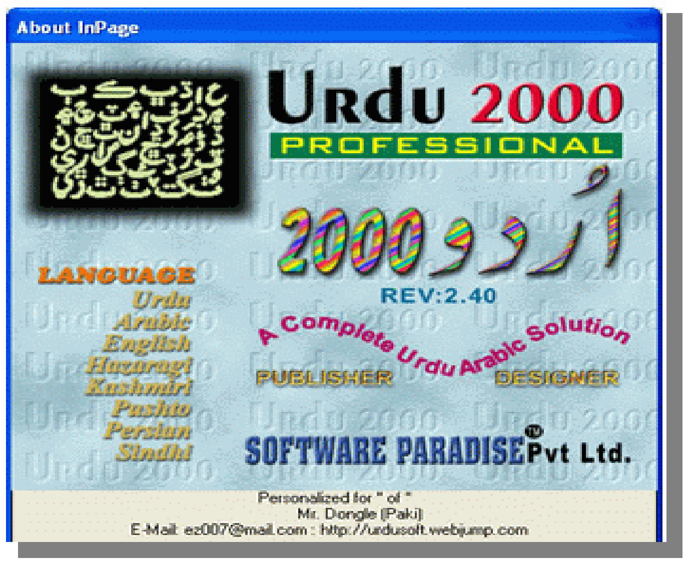
Topic: Prepare the slides according to given format.	Date:



Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

<u>Urdu Inpage</u>

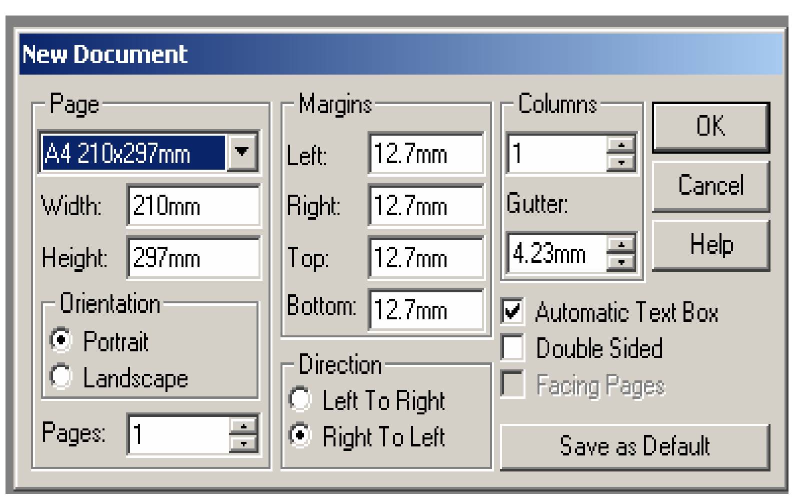
Inpage is an urdu word processor with many features as like word. You can use inpage for urdu & as well as for english typing, you can use inpage for urdu letter writing, composing & printing with different formats & styles. Document you create using inpage saves with the extension on **.INP**



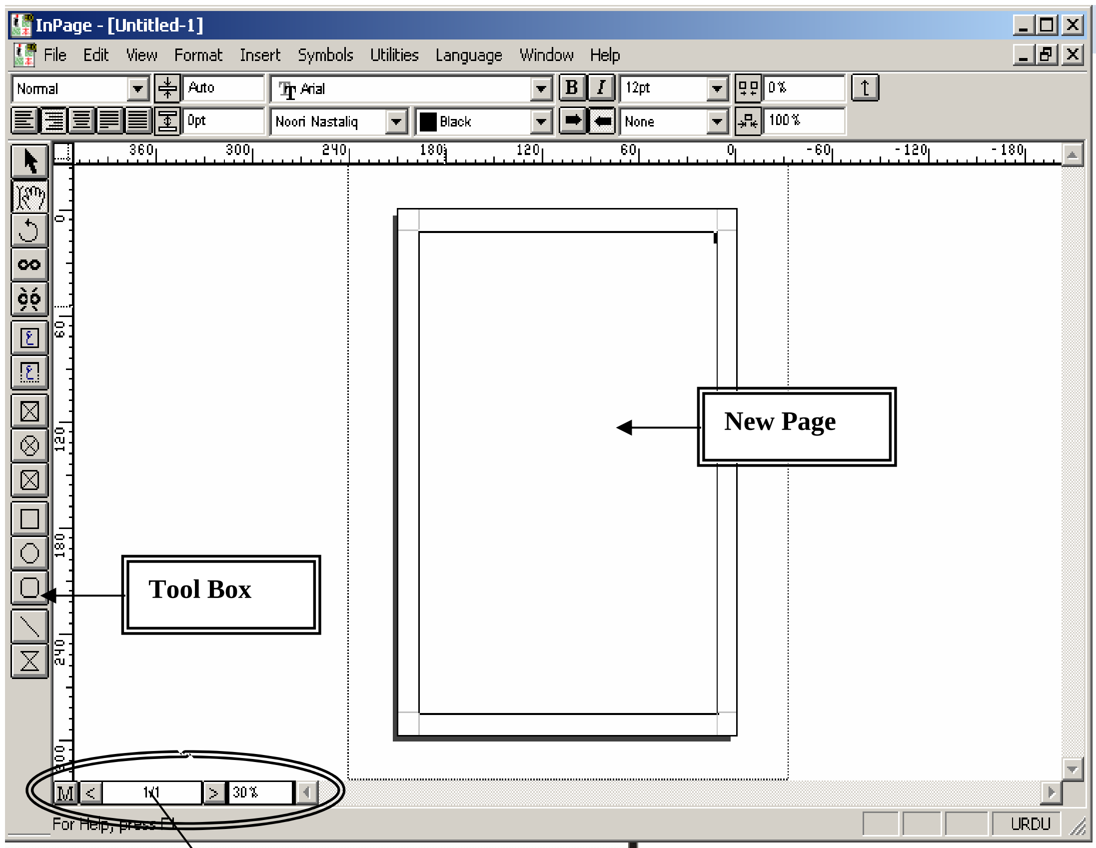
Working with NEW File using Inpage

Start Inpage by using a shortcut available on your windows desktop screen. You will see the above shown screen on you desktop

Creating NEW Inpage Document

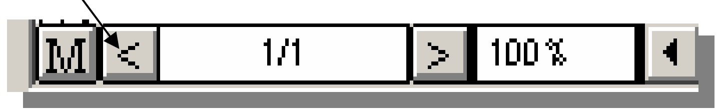


- Click **File Menu** Click **NEW** you will see the box shown in picture, that will ask you the PAGE SIZE in the end click OK
- You can see the screen as shown below you can see on left a **Tool Box** in middle of screen a blank **new page** and on the top **Title bar.**



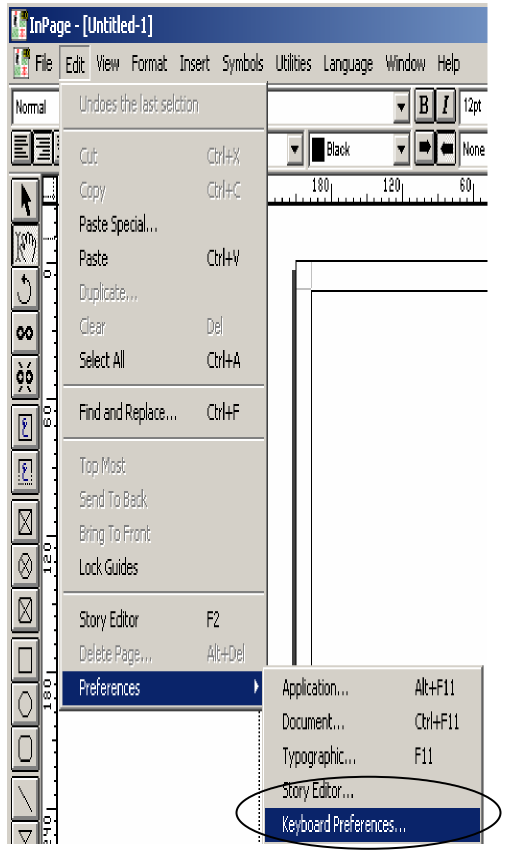
The Status Bar

The elements of the Status Bar are:



Status bar is available at lower left corner of inpage application window, you can see in above picture **1/1** that is the current page and total number of pages available in your opened document. You can also adjust the zoom ratio for text.

Composing **(**Selection of a keyboard for typing urdu**)**

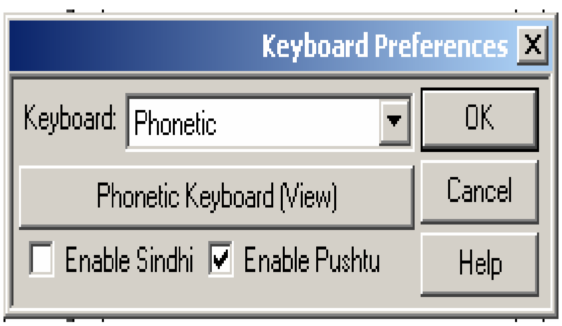


Before typing first you need to select URDU keyboard

- Click **Edit Menu** -> **Preferences** -> **Keyboard Preferences.**

- You will see another box as shown below to select keyboard, choose **Phonetic Keyboard.**

- You can also see the keyboard View by clicking **Phonetic Keyboard(View)** button

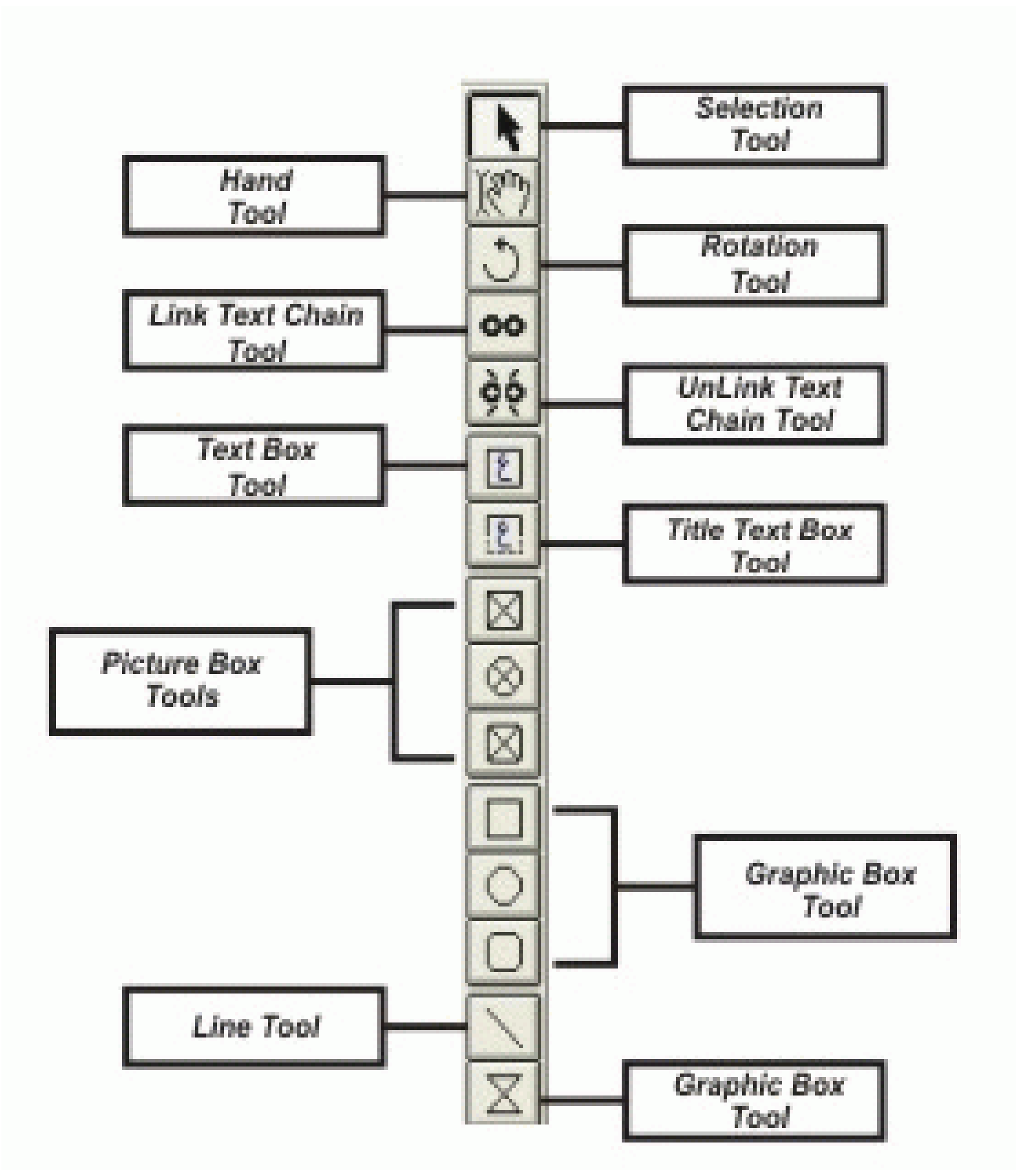




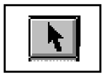
Urdu Typing Things to Remember

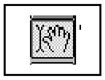
- Use Tab instead of Space bar for placing gap in between the words.
- If you type English in Inpage then the cursor movement keys will work reverse
- Every new line will starts automatically as you moves to line end while typing, only use Enter key whenever you need to start new paragraph.
- To put paragraphs in the center of the page use Align command.

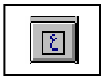
Tool Box

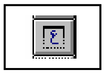


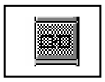
The Tool Strip

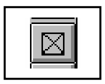

✓ *Select this Tool for the Selection to pick any object.*

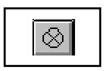

✓ *Select this Tool for an Editing document.*

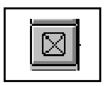

✓ *Select this Tool for a Text Box. To type new heading or text inside a box*

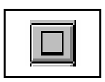

✓ *Select this Tool for a Title Text Box.*

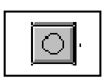

✓ *Text Box Linking Tool Text Chain.*

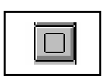

✓ *Select this Tool for a Picture Box.*

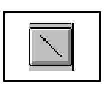

✓ *Select this Tool for a Round Rectangular Picture Box.*


✓ *Select this Tool for an Elliptical Rectangular Picture Box.*


✓ *Select this Tool for a Graphic Box.*

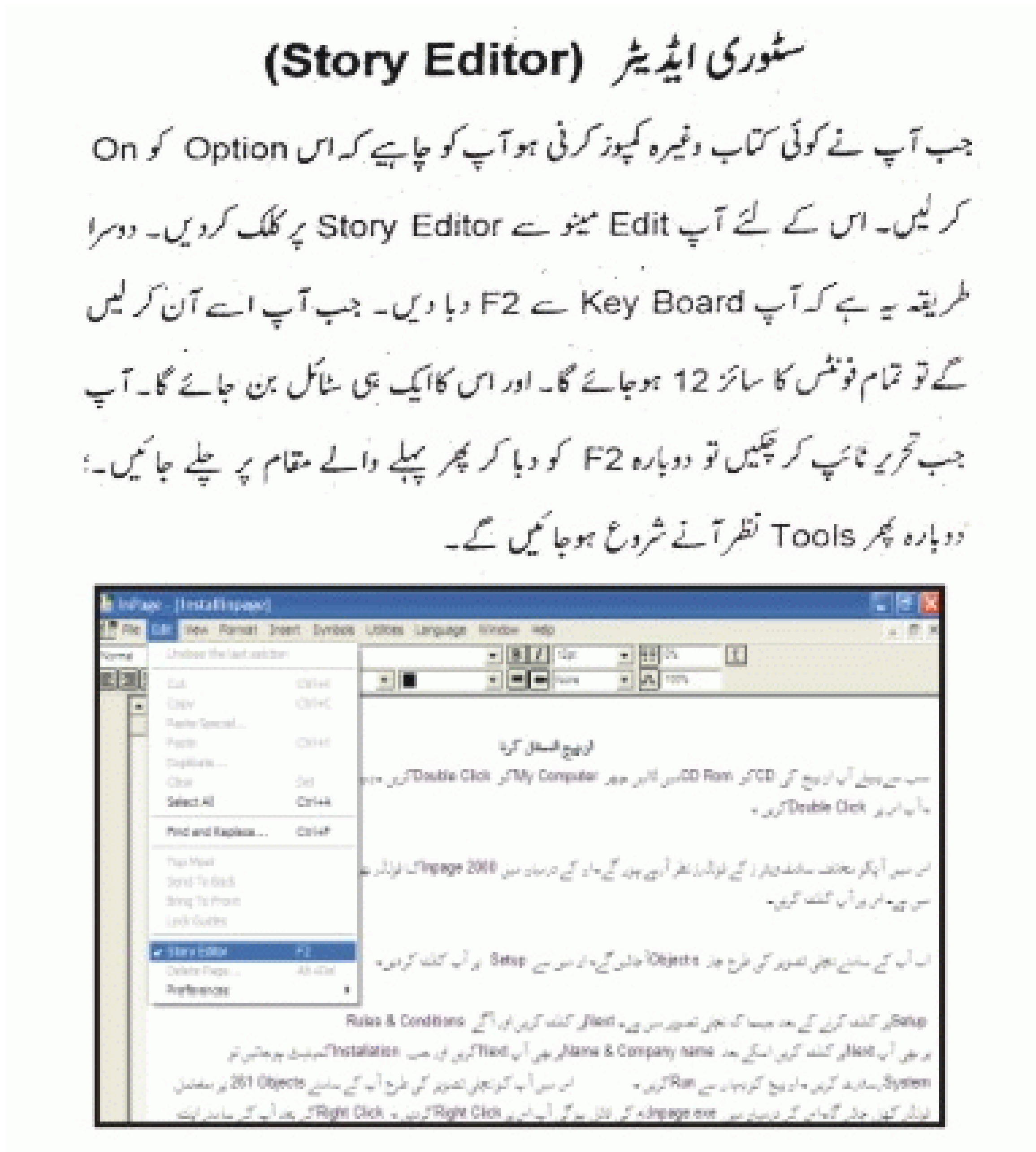

✓ *Select this Tool for a Round Rectangular Graphic Box.*


✓ *Select this Tool for an Elliptical Graphic Box.*


✓ *Select this Tool for Line.*

Story Editor

Whenever you wants to type compose or work on a book with urdu text you should click this option available in **Edit Menu** -> **Story Editor** or you can also press **F2.** When you click on this option you will see all of your typed text font size will adjust to 12. Also the font style will get same for all your text, when you get finished with typing again press **F2** to reset the editor to its default look where you again can see the tools.



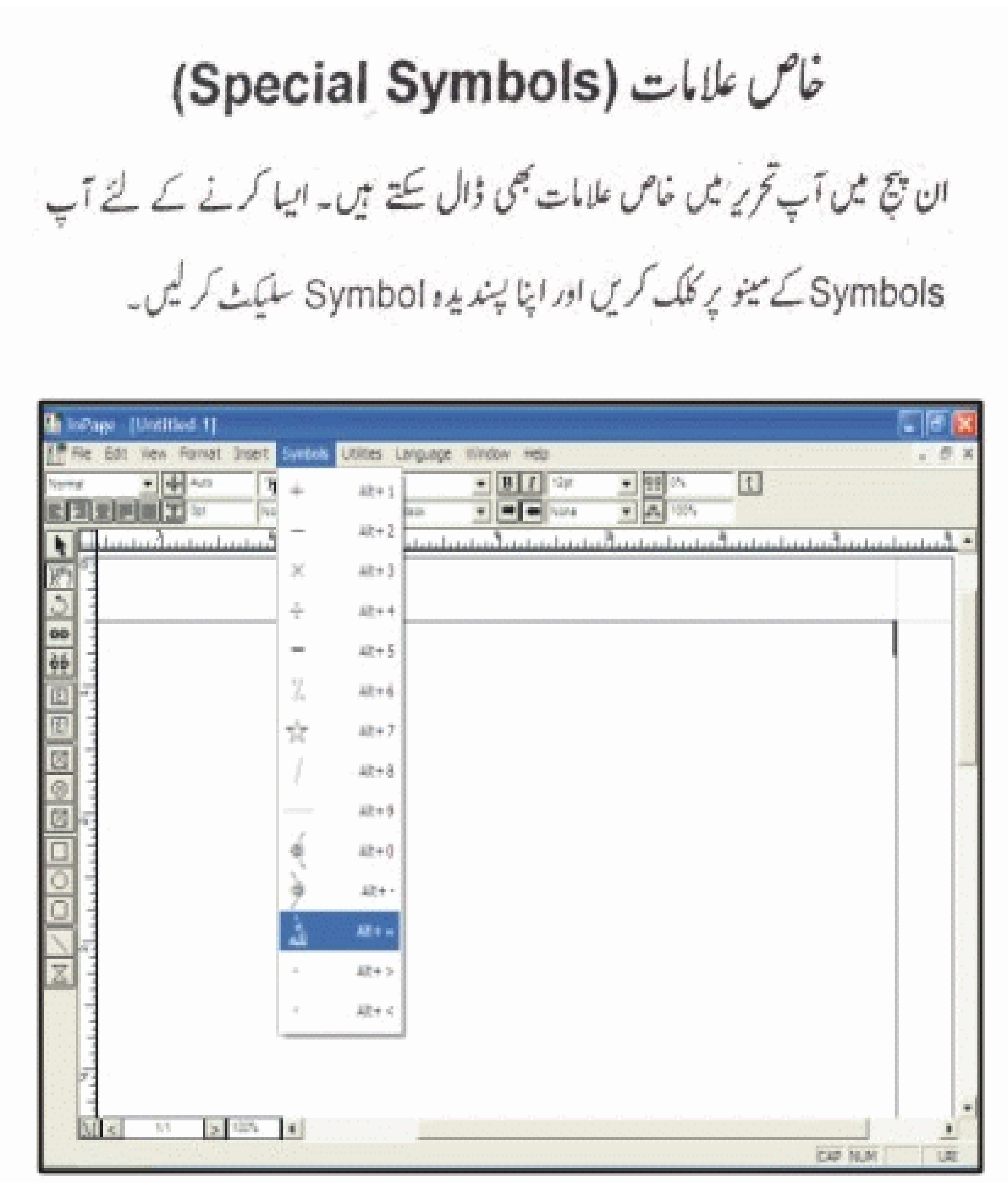
سٹوری ایڈیٹر (Story Editor)

جب آپ نے کوئی کتاب وغیرہ کمپوز کرنی ہو آپ کو چاہیے کہ اس Option کو On
کر لیں۔ اس کے لئے آپ Edit مینو سے Story Editor پر کلک کر دیں۔ دوسرا
طریقہ یہ ہے کہ آپ Key Board سے F2 دبا دیں۔ جب آپ اسے آن کر لیں
گے تو تمام فونٹس کا سائز 12 ہو جائے گا۔ اور اس کا ایک ہی سٹائل بن جائے گا۔ آپ
جب تحریر ٹائپ کر چکیں تو دوبارہ F2 کو دبا کر پھر پہلے والے مقام پر چلے جائیں۔
دوبارہ پھر Tools نظر آنے شروع ہو جائیں گے۔

Special Symbols

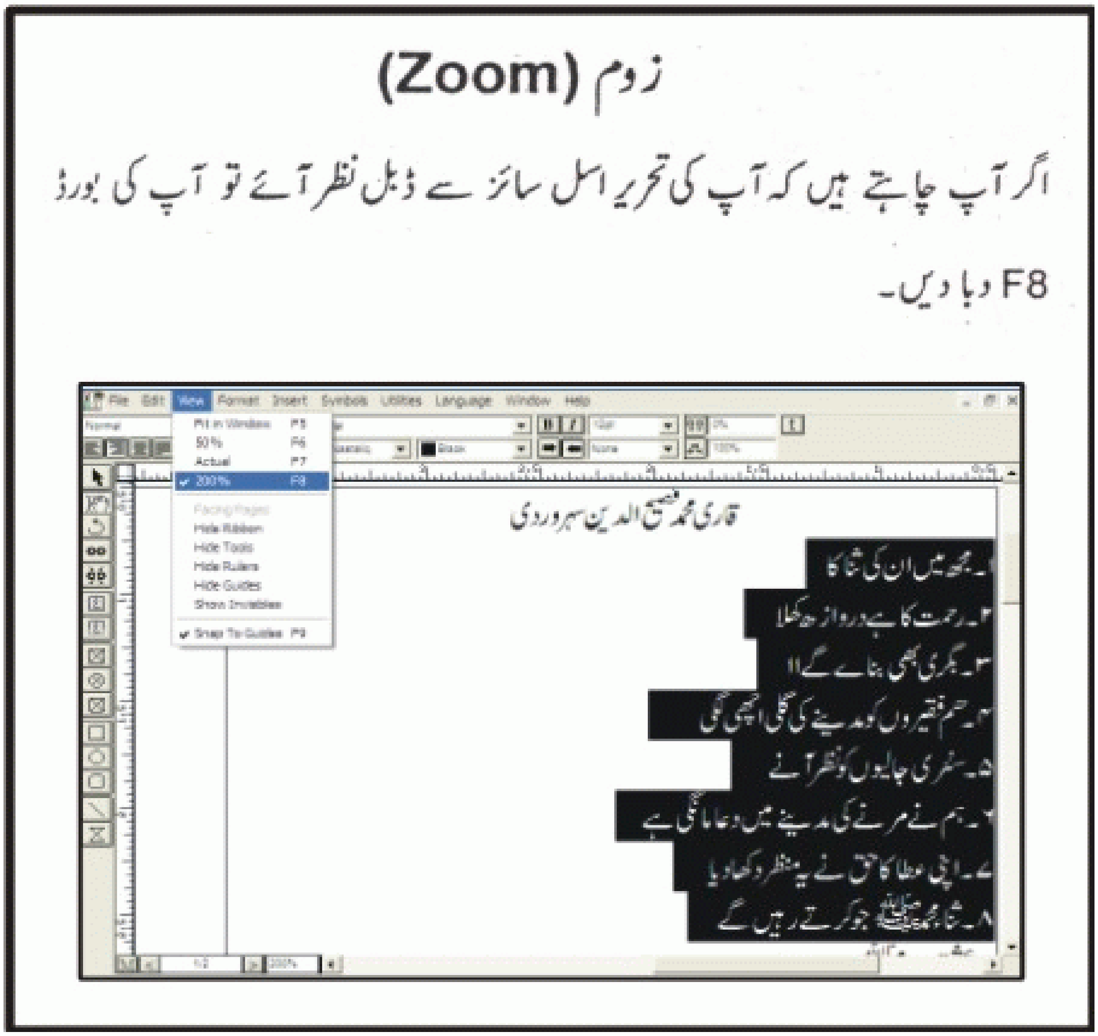
You can also add any symbol in your urdu text.

Click **Symbols** from **Menu bar** and select your desired symbol from that drop down list as shown in the figure, symbol will get added to your text.



Using ZOOM

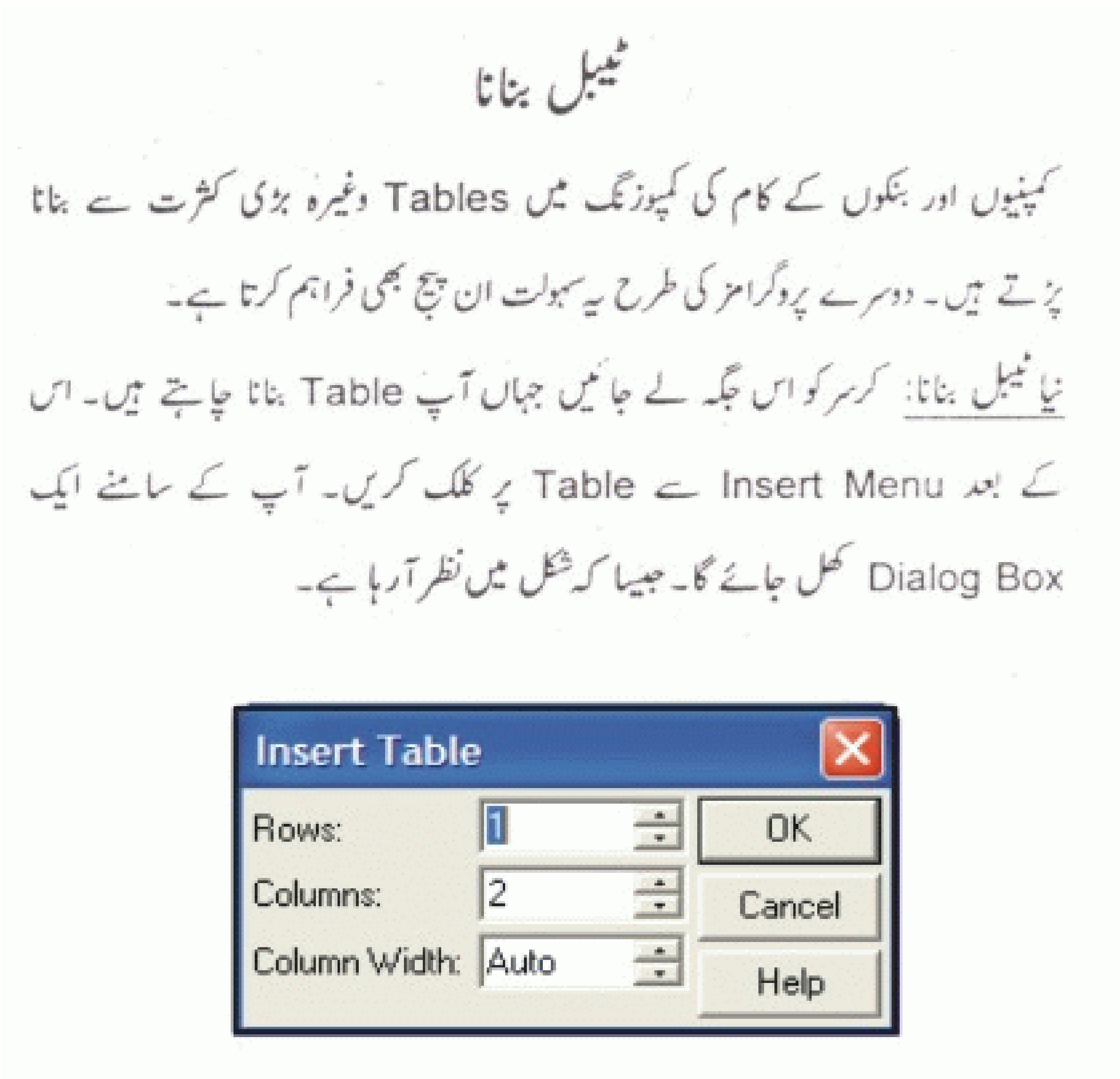
If you want to see your typed text a bit larger than its original size then you can use ZOOM by pressing F8 from keyboard it will get double the size at 200%. Pressing F7, F6 and F5 you can review your text size in different other ratios. These options are also available in **VIEW Menu**



Working with tables using Inpage

Usually tables have been created in companies and banks very often, like word Inpage also provide you the option to create tables .You can add table in your Inpage document.

- Place the cursor where you want to draw table.
- Click **Insert Menu** then click **Table** option you will see a dialog box as shown below. (minimum column width is 0.25” and maximum 20 inches)
- Type number of **ROWS** and **Columns** as you need. Then press OK.

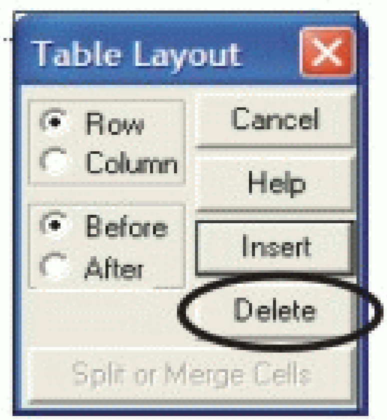


Deleting Row or Column

- Select the Column or Row, which you want to delete.
- Click **Format Menu** then Click **Table Layout.**
- Click the delete button as shown in the picture given below.

Row یا کالم Delete کرنا

اس سے پہلے آپ اس کالم یا Row کو سلیکٹ کریں جس کو Delete کرنا مقصود ہے۔ پھر Format Menu سے Table Layout کی کمانڈ پر کلک کر دیں۔ آپ کے سامنے پھر پہلے جیسا Dialog Box آجائے گا۔ اس میں سے Delete پر کلک کر دیں۔ آپ کی Row یا کالم Delete ہو چکا ہوگا۔



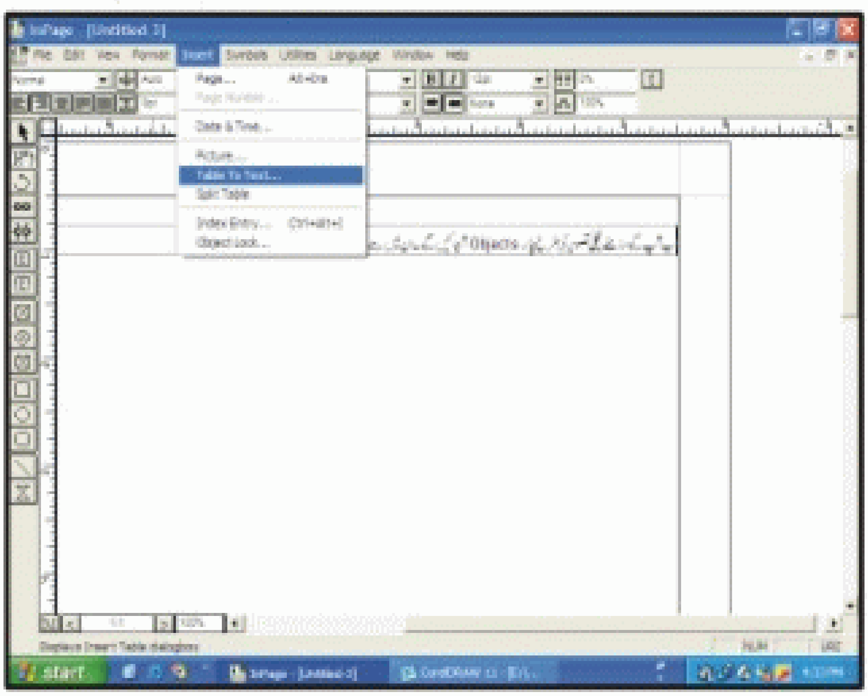
Converting Table into Text

Sometimes we type text in tables but we realize it should have shown into text instead of table. We have to erase table. Converting table to text do the following

- Click **Insert Menu**
- Click **Table to Text** option

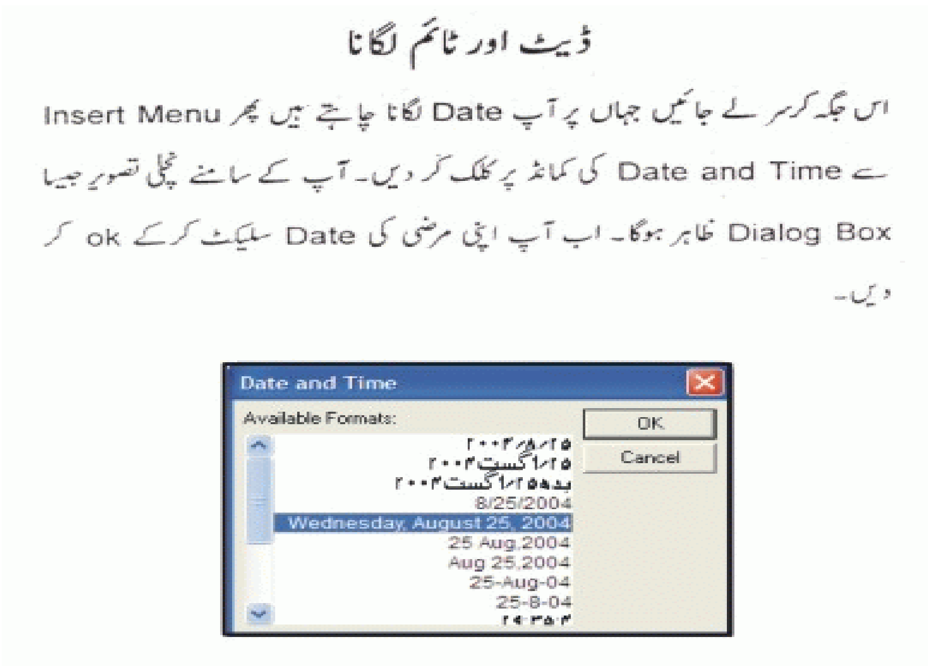
ٹیبل کو ٹیکسٹ میں بدلنا

بعض اوقات ہم کسی چیز کو Table میں لکھ لیتے ہیں۔ لیکن بعد میں ہمیں احساس ہوتا ہے کہ اسے ٹکسٹ ہی کی صورت میں ہونا چاہیے تھا۔ تب ہم Table کو ختم کر دیتے ہیں۔ اس مقصد کے لئے ہم پہلے کرسر کو Table میں لے جاتے ہیں پھر Insert Menu سے Table to Text پر کلک کر دیتے ہیں۔



Adding date & Time into Inpage Document

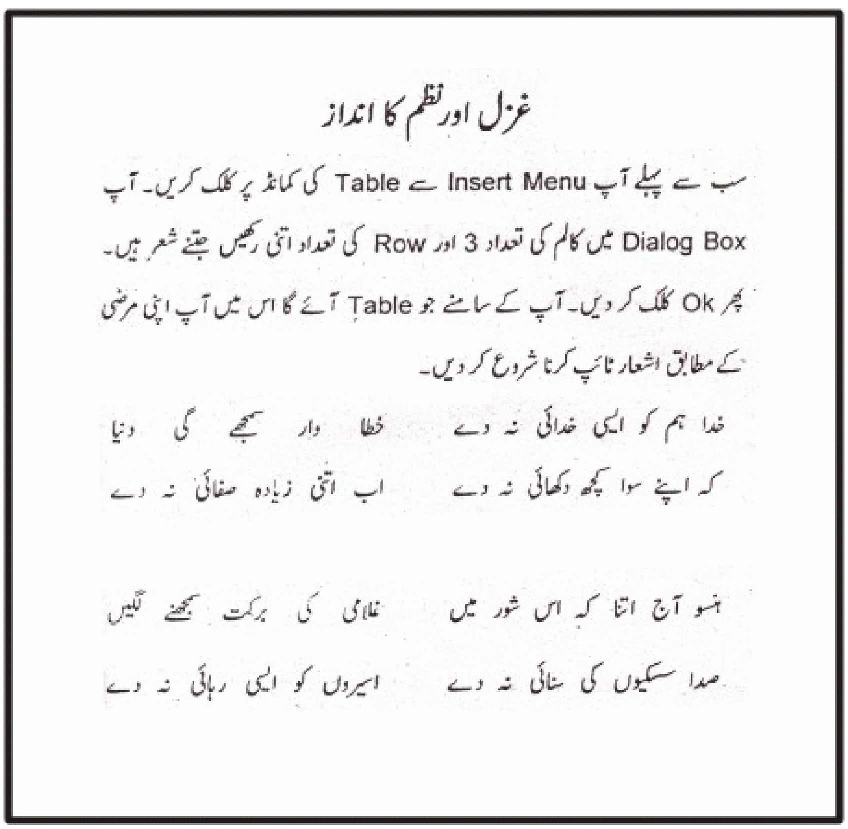
- Click **Insert Menu** then click **Date and Time** as shown in picture


ڈیٹ اور ٹائم لگانا

اس جگہ کرسر لے جائیں جہاں پر آپ Date لگانا چاہتے ہیں پھر Insert Menu سے Date and Time کی کمانڈ پر کلک کر دیں۔ آپ کے سامنے نچلی تصویر جیسا Dialog Box ظاہر ہوگا۔ اب آپ اپنی مرضی کی Date سلیکٹ کرکے ok کر دیں۔

Composing Poetry using urdu inpage

- Click **Insert Menu** select **Table** option
- Type the following material as shown in the box and follow the instruction on next page to complete this activity


غزل اور نظم کا انداز

سب سے پہلے آپ Insert Menu سے Table کی کمانڈ پر کلک کریں۔ آپ Dialog Box میں کالم کی تعداد 3 اور Row کی تعداد اتنی رکھیں جتنے شعر ہیں۔ پھر Ok کلک کر دیں۔ آپ کے سامنے جو Table آئے گا اس میں آپ اپنی مرضی کے مطابق اشعار ٹائپ کرنا شروع کر دیں۔

خدا ہم کو ایسی خدائی نہ دے	خطا وار سمجھے گی دنیا
کہ اپنے سوا کچھ دکھائی نہ دے	اب اتنی زیادہ صفائی نہ دے
ہنسو آج اتنا کہ اس شور میں	غلامی کی برکت سمجھنے لگیں
صدا سسکیوں کی سنائی نہ دے	اسیروں کو ایسی رہائی نہ دے

Using Style Sheet

- *Working with style sheet follow the step as shown in urdu*

اس انداز کے لئے آپ Format Menu سے Style Sheet کو کلک کریں۔ پھر ڈائیلاگ باکس میں سے New کو کلک کر دیں۔ نئی سٹائل شیٹ کا کوئی نام لکھ کر Ok کلک کر دیں۔ اب Paragraph بٹن کلک کریں اور ابتداء کا انڈنٹ 6 سنٹی میٹر اور اختتام یعنی دائیں طرف سے 3 سنٹی میٹر رکھیں۔ سٹائل شیٹ کے لے شارٹ کٹ S رکھیں۔ اب ایک اور سٹائل شیٹ بنائیں اور اس کا نام T رکھیں۔ ابتداء کا انڈنٹ 3 سنٹی میٹر اور اختتام کا 4 سنٹی میٹر رکھیں۔

سٹائل شیٹس کے بارے میں ہم Chapter 12 میں تفصیل سے پڑھیں گے۔ اس لئے فکر نہ کریں۔ اب آپ Ctrl+Shift+S اور Ctrl+Shift+T دبا کر سٹائل شیٹ لاگو کر سکتے ہیں۔ اب آپ Ctrl+Shift+S دبا کر پہلے دو مصرعے لکھیں پھر اسی طرح Ctrl+Shift+T دبا کر دوسرے دو مصرعے لکھیں۔

Activity

یہی عمل بار بار کر کے ساری غزل لکھ ڈالیں۔

یونہی بے سبب نہ پھرا کرو، کوئی شام گھر بھی رہا کرو
وہ غزل کی سچی کتاب ہے اسے چپکے چپکے پڑھا کرو

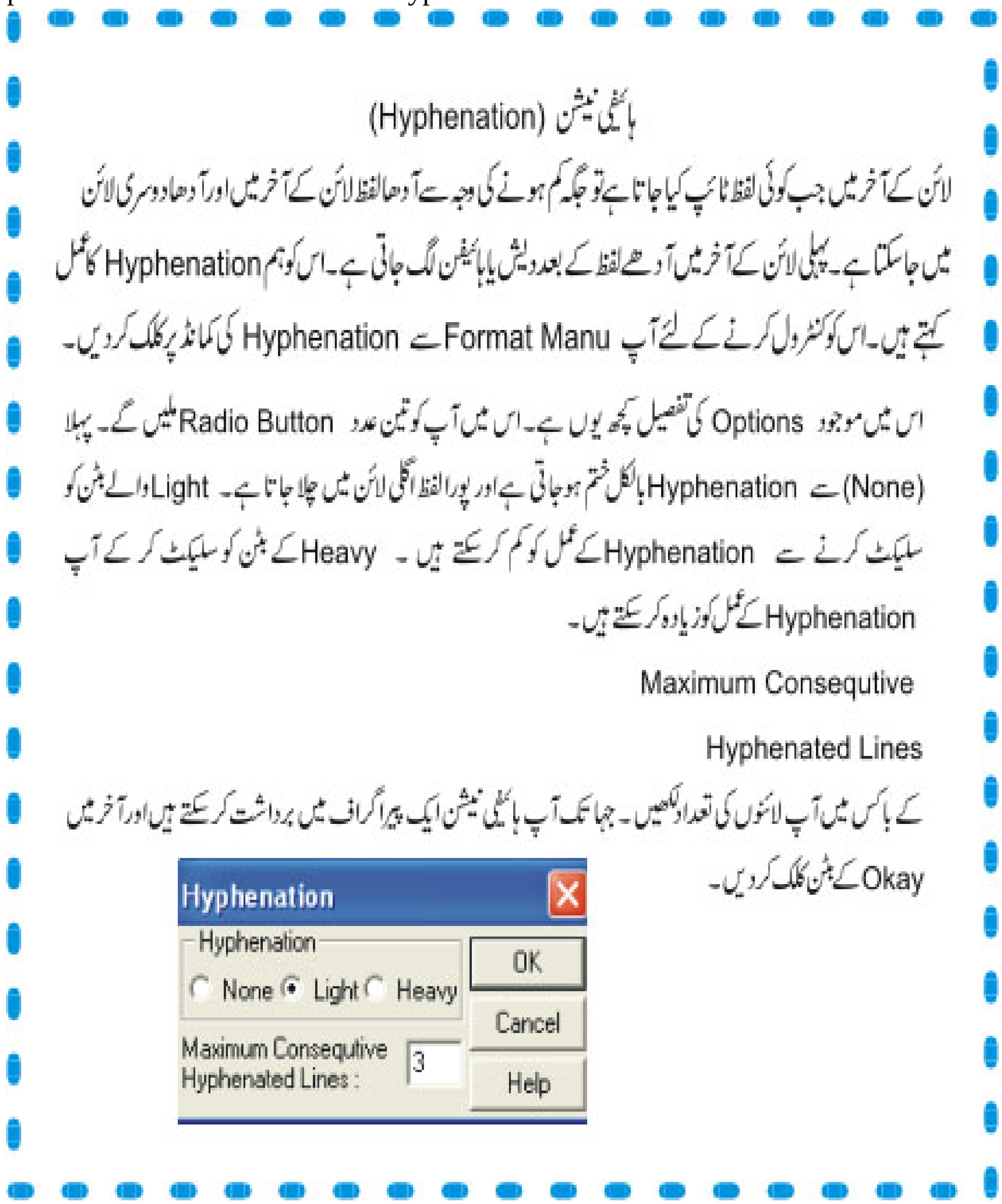
کوئی ہاتھ بھی نہ ملائے گا جو گلے ملو گے تپاک سے
یہ نئے مزاج کا شہر ہے ذرا فاصلے سے ملا کرو

ابھی راہ میں کئی موڑ ہیں کوئی آئے گا کوئی جائے گا
تمہیں جس نے دل سے بھلا دیا اسے بھولنے کی دعا کرو

مجھے اشتہار سی لگتی ہیں یہ محبتوں کی کہانیاں
جو کہا نہیں وہ سنا کرو جو سنا نہیں وہ کہا کرو

Hyphenation

Whenever you type a word that unable to get fixed at the end of line it due to its length then it automatically goes down to new line, in other way you may fix half of the word in that line and remaining half in new line, that requires hyphenation. Use the following steps as shown below to work with hyphenation.



Working with Tabs

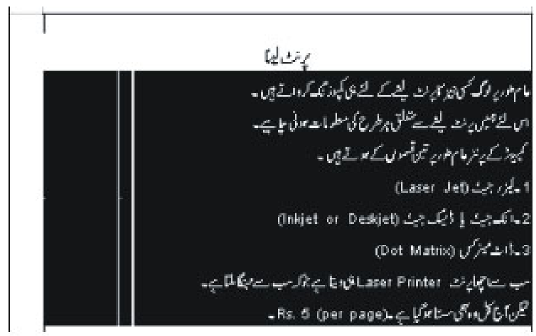
- Using Tabs you can set tab positions of your selected text

- Click **Format Menu** select **Tabs** then press from keyboard **Ctrl+Alt+T**

- Now click on highlighted text to make tab position, you will see a vertical bar on selected text

Tabs

اس کے ذریعے آپ اپنے سلیکٹ کئے ہوئے Text کے لئے Tab کی Position سیٹ کرتے ہیں۔ اس کے لئے آپ Format Menu سے Tabs کی کمانڈ پر کلک کر دیں یا پھر کی بورڈ سے Ctrl+Alt+T دبا دیں۔ ایک ٹیب پوزیشن بنانے کے لئے ہائی لائٹ کئے ہوئے ٹیکسٹ پر کلک کریں ایک عمودی بار بن جائے گی۔



Object Formatting

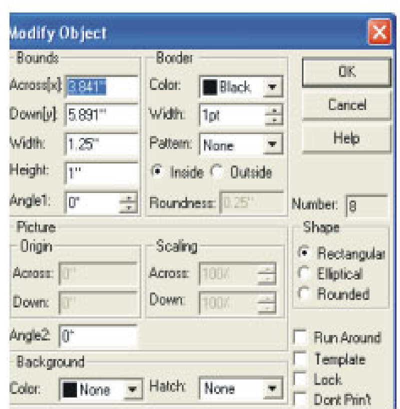
- Select any object first.

- Click **Format Menu** Click **Object** you will see the following box as shown in picture

- Through this dialog box you can set object values, height, width and its color.

Object کی فامیٹنگ

پہلے object کو سلیکٹ کریں پھر Format Menu سے Object کی کمانڈ پر کلک کریں۔ نچلی تصویر جیسا Modify Object ڈائیلاگ باکس لے آئیں۔

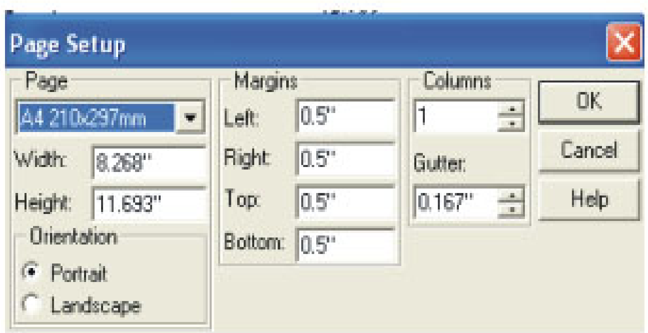


Formatting Page

- Select the whole page
- Click Format Menu, a dialog box will appear as shown below in box
- **Page** option, where you can set the size of page, Like **Letter, A4 or Legal** size paper.
- **Orientation** option, where you can select **Portrait** or **Landscape** style for your page
- **Margins** option, where you can adjust the margins for page.
- **Columns** option, it is used to set how many columns do you need on this page.

پورے Page کی فارمیٹنگ

اس کے لئے آپ Page کو Select کریں پھر Format Menu سے Document پر کلک کر دیں۔ آپ کے سامنے نچلی تصویر جیسا Dialog Box آجائے گا۔



Text Wrap

- If you need to place any picture between text as shown below, do the following steps(place or Import)
- Select the all text
- Insert the picture along with picture.
- Click **Format Menu** select **Text Wrap,** the picture will get adjusted in the text as shown below, and you can take the print



ٹیکسٹ ریپ

اگر آپ نے کسی ٹیکسٹ کے درمیان میں کوئی تصویر لگانی ہو تو آپ پہلے تصویر کو Import یا Place کی کمانڈز سے لگائیں بعد میں پورے ٹیکسٹ کو تصویر سمیت سلیکٹ کریں پھر Format Menu سے Text Wrap کی کمانڈ پر کلک کریں۔ تصویر تحریر میں Adjust ہو جائے گی۔

پرنٹ لینا

عام طور پر لوگ کسی چیز کا پرنٹ لینے کے لیے ہی کمپوزنگ کرواتے ہیں۔ اس لیے ہمیں پرنٹ لینے سے متعلق ہر طرح کی معلومات ہونی چاہیے۔ کمپیوٹر کے پرنٹر عام طور پر تین قسموں کے ہوتے ہیں۔ 1۔ لیزر جیٹ (LaserJet)2۔ انک جیٹ یا ڈیسک جیٹ (Inkjet or Deskjet) 3۔ ڈاٹ میٹرکس (Dot Matrix) سب سے اچھا پرنٹ Laser Printer ہی دیتا ہے جو کہ سب سے مہنگا ملتا ہے۔ لیکن آجکل وہ بھی سستا ہو گیا ہے۔ Rs. 5 (per page)

Applying Border around Object/ Text

- Borders are of different styles, we will give you the detail here.
- Applying border on a paragraph
- Select paragraph, from Format Menu click Border you will see the dialog box as shown

بارڈر لگانا

بارڈر کئی طرح کے ہوتے ہیں کے بارے میں ہم آپ کو یہاں تفصیل سے بتائینگے۔

پیراگراف پر بارڈر لگانا:۔ سب سے پہلے پیراگراف سلیکٹ کریں پھر Format Menu سے Border's کی کمانڈ پر کلک کردیں۔آپ کے سامنے نچلی تصویر جیسا Dialog Box آجائے گا۔



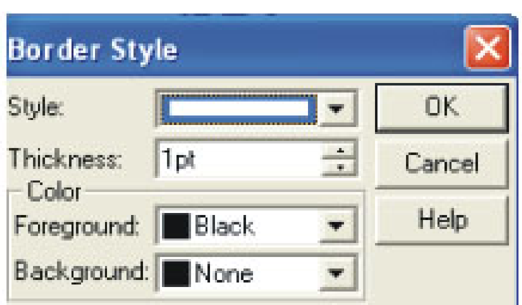
Click the Above drop down you will see the dialog box shown below, there you can see three options in drop down menu

- **INDENTS** if you select this border will be applied till the last line of text.
- **TEXT** if you select this border will be applied up till the text available.
- **NONE** as shown in picture, for no borders.

Style button is available below the **above drop down** as shown in last picture, this gives you the options for border styles to your text or objects.

بارڈر لگانے کے لئے آپ Drop Down Menu کو کھولیں۔ اس میں تین Option ہوتی ہیں۔

1. Indents: اس کو سلیکٹ کرنے سے تحریر کی آخری لائن تک بارڈر لگ جاتا ہے۔
2. Text: اس کو سلیکٹ کرنے سے صرف اس جگہ تک بارڈر لگے گا جہاں لکھائی موجود ہے۔
3. None: اس سے کوئی بھی بارڈر نہیں لگے گا۔ Above کے Drop Down کے نیچے آپ کو Style کا بٹن ملے گا اس پر کلک کرنے سے آپ کے سامنے Border Style کا ڈائیلاگ باکس کھل جائے گا۔



Deleing Border[s]

To delete the applied borders from text / objects follow the instructions as shown here

بارڈر ختم کرنا

کسی تحریر میں موجود بارڈر ختم کرنے کے لئے آپ اسے سلیکٹ کریں پھر Format مینو سے Borders کی کمانڈ پر کلک کر وہی پہلے والا Border Attributes باکس کھول لیں۔ اگر آپ تحریر کے نیچے والے حصے کا بارڈر ختم کرنا چاہتے ہیں تو Below کے Drop Down سے None پر کلک کر دیں۔ اسی طرح اگر آپ اوپر والا بارڈر ختم کرنا چاہتے ہیں تو Above کے Drop Down سے None پر کلک کر کے بارڈر ختم کر لیں۔ آخر میں Ok کو کلک کرنا لازمی ہے۔ اس طرح آپ کا دیا ہوا بارڈر ختم ہو جائے گا۔



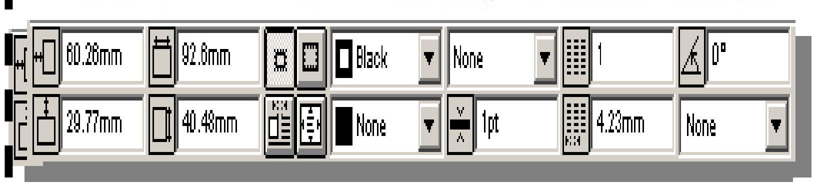
Border Ribbon

It will appear when you select graphic box from tool box, and apply that around text.

It is used to apply different properties related to border.

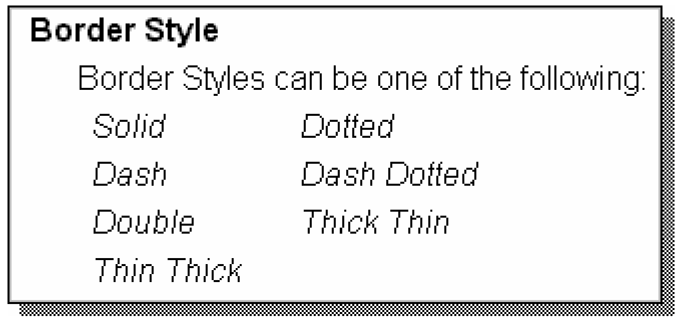
بارڈر ربن

اگر آپ چاہتے ہیں کہ چوکور یا گول بارڈر لگائیں تو پہلے آپ ٹولز میں سے گرافک باکس ٹول سلیکٹ کریں۔ مثلاً چوکور ڈبے والا ٹول پھر ڈریگ کر کے ایک ڈبہ اپنی تحریر کے اردگرد لگا لیں۔ آپ دیکھیں گے کہ اوپر ربن Ribbon کی شکل تبدیل ہو چکی ہوگی۔ اس میں اب بارڈر والی خصوصیات پیدا ہو چکی ہوں گی۔ اس لئے ہم اس کو بارڈر ربن کہتے ہیں۔ اس کی مدد سے ہم بارڈر کو مختلف شکلیں اور رنگ دے سکتے ہیں۔



To specify border carry out the following steps

- Specify the width of the border in points.
- Select the color in the border color combo box.
- Specify whether the border is to drawn inside or outside.
- Select a Border Style.



Run Around

Whenever an object overlaps a Text Box with text, then the text tends to flow away from this overlapping object. The amount by which the text flows away can be specified by specifying the *Run Around* amount.

The *text wrap* attribute of the text chain should be set to on for the runaround to occur.

Text Inset

You can inset the text inside a Text Box along left, right, top and bottom directions so that the text now appears in smaller bounds inset from the Text Box boundary. This is particularly useful for Text Box framed with a border.

Columns

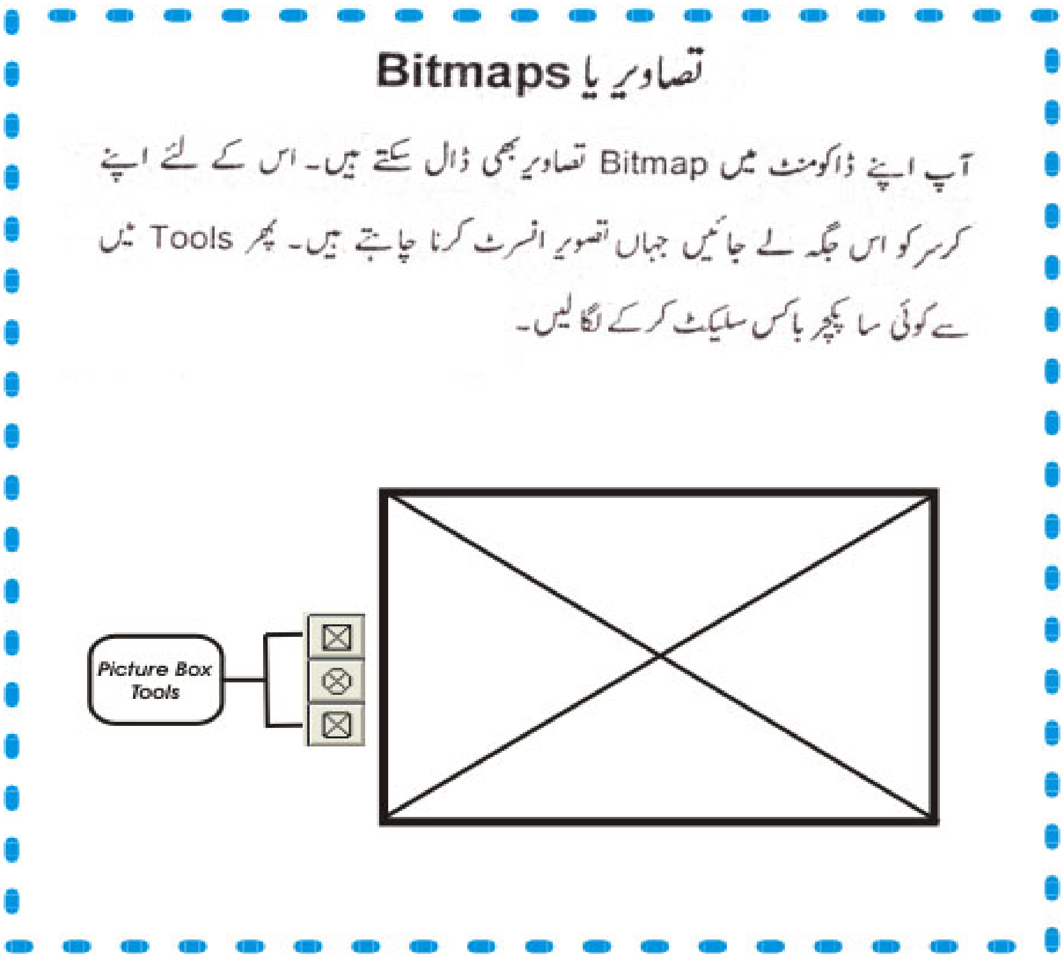
You can specify the number of columns and the gutter size for a selected text box. By default, a text box is assumed to be of single column.

Text Edit Mode

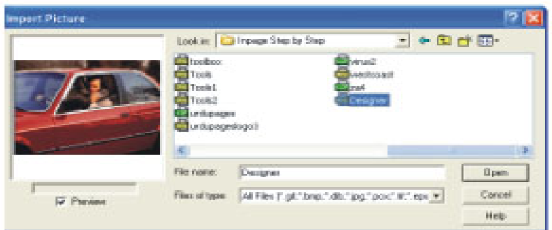
- Select the IBEAM tool.
- If you now move the mouse on top of a text box, then the cursor changes to DOTTED IBEAM cursor.
- On clicking the text box with this cursor, the cursor changes to SOLID IBEAM.

- Also the boundary of the text box will become black indicating the currently selected text chain.

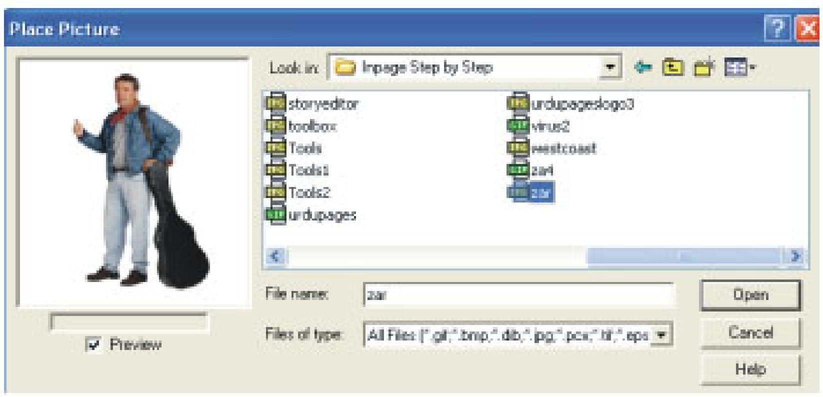
Inserting Pictures in Inpage Document



اب آپ اس پکچر باکس پر ڈبل کلک کریں۔ آپ کے سامنے نچلی تصویر جیسا Import Picture کا ڈائیلاگ باکس آجائے گا۔ اس میں سے آپ اپنی مرضی کی تصویر اپنے فولڈر سے لے آئیں اور Open کو کلک کر دیں۔



آپ کی مطلوبہ تصویر لگ چکی ہوگی۔ آپ کے لگائے گئے باکس کی اونچائی کے برابر تصویر لگ جائے گی۔ دوسرا طریقہ یہ ہے کہ آپ پکچر باکس لگانے کے بعد File Menu سے Place کی کمانڈ پر کلک کردیں۔ آپ کے سامنے Place Picture کا ڈائیلاگ باکس آجائے گا۔ اس میں اپنی تصویر لاکر Open کو کلک کر دیں۔ آپ کی تصویر لگ جائے گی۔



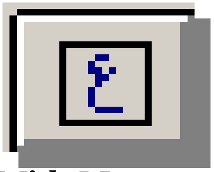
Working with Inpage Objects

Entering Urdu Text

To enter text in Urdu you need to interact with the following elements of InPage Interface

- **English/Urdu Toggle** (Press Spacbar to work between Urdu/English)
- **Choosing Urdu Font**
- **Typographic Preferences**
- **Keyboards Preferences**

Text Box The Text Box defines the bounds within which the text can be entered.



Textbox Creation

To create a Textbox first select Text Box Tool. Now you can create a textbox in the following two ways–

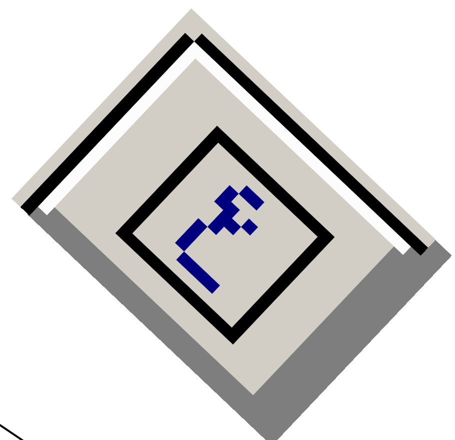
With Mouse

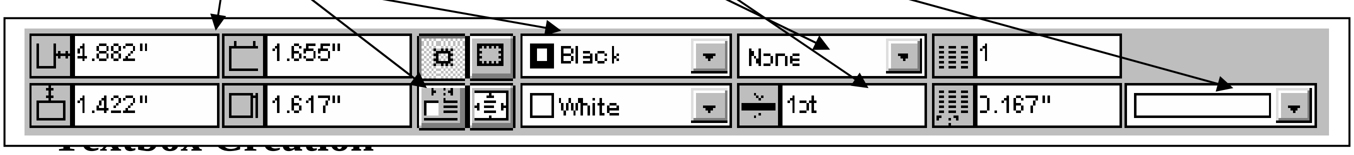
Click in the Document Area, drag the mouse with mouse button pressed.
If you want to create square Textbox keep the SHIFT pressed while dragging the mouse.
Leave the mouse button when the requisite dimensions of the Text Box have been achieved.

With Textbox object Ribbon
A textbox object ribbon appears with its dimensions appearing as blank.

Enter the left-top (or right top for right to left documents) and width and height dimensions of the required textbox.
Press Enter.

- **Creating**
- **Selecting**
- **Moving**
- **Resizing**
- **Border**
- **Runaround**
- **Inset**
- **Columns**





Textbox Creation

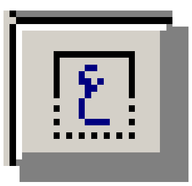
To create a Textbox first select Text Box Tool. Now you can create a textbox

To Select a Text Box Move the mouse so that the arrow cursor gets displayed over the textbox. Click the mouse button on top of the textbox.

To move an object, you should first select the Arrow Tool. Now select the object that you want to move. You can move a selected object by pressing the mouse button on top of the object. While keeping the mouse pressed, move the mouse.
Resizing an Object from Ribbon or Dialog Box In the ribbon (or in the Format Object dialog) corresponding to selected object, enter the new dimensions. Press Enter.

Title Text Box is a Text Box with text bounds only on three sides. The fourth side is floating and is actually decided by the amount of text inside the Title Text Box. the bottom is flexible. As you enter text into Title Text Box, the flexible side gets recalculated.

Title Text Box



You can use the text box in the InPage window for separating the document. You can get print in Urdu & English with different formats & styles.

A Title Text Box is used for headlines, page numbers etc.

- ❖ Creating
- ❖ Selecting
- ❖ Moving
- ❖ Resizing
- ❖ Border
- ❖ Columns
- ❖ Title Textbox Creation

To create a Title Textbox first select Title Text Box Tool.

- Click in the Document Area, drag the mouse to create the title textbox size.
- A title textbox ribbon appears with its dimensions width or the height of the title textbox will appear.

- Enter the left-top (or right top for right to left documents) and width or height dimensions of the required title textbox. Press Enter.

To select a title textbox you need to carry out following steps

- Select the Arrow Tool.
- Move the mouse so that the arrow cursor gets displayed over the title textbox.
- Click the mouse button on top of the title textbox.
- The title textbox gets selected with two handles appearing in black.
- If the title textbox is locked then the two handles appear in gray color.

Object Moving

To move an object, you should first select the Arrow Tool. Now select the object that you want to move. You can move a selected object in one of the following ways

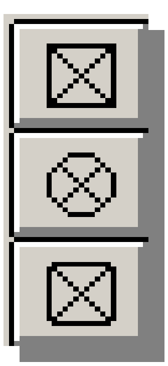
- **With Arrow Keys**
- **With Ribbon/Format Object Dialog**

Object Resizing

A selected object can be resized in one of the following two ways

- **With Mouse click & drag the Object with resize arrow cursor**
- **From Ribbon or Dialog Box**

Picture Boxes



Click on the Picture Box icon and drag to draw a Picture Box.

The picture box defines the bounds within which the picture can be pasted.

Picture box Creation

To create a Picture box first select one of the three Picture box Tools. Now you can create a picture box in the following two ways

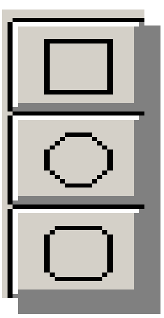
With Mouse

- Click in the Document Area, drag the mouse with mouse button pressed.
- If you want to create square picture box keep the SHIFT pressed while dragging the mouse.
- Release the mouse button when the requisite dimensions of the picture box have been achieved.

With Picture box object Ribbon

- A picture box object ribbon appears with its dimensions appearing as blank.
- Enter the left-top (or right top for right to left documents) and width and height dimensions of the required picture box.
- Press Enter.

Graphic Boxes



The Graphic Box enables you to draw a box with a specified border and a specified fill color. A graphic box is constructed in the standard way of first selecting the Picture Box Tool, clicking in the Document Area, dragging the mouse with mouse pressed and then leaving the mouse when the requisite dimensions have been achieved. A selected graphic box with eight handles now appears. By default, the graphic box has a black border of 1 point, does not have a fill color and the runaround of the box is also set to none.

You have the option to construct one of the following three types of graphic boxes

Graphic box Creation

To create a Graphic box first select one of the three Graphics box Tools. Now you can create a Graphic box in the following two ways

With Mouse

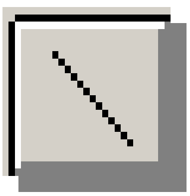
- Click in the Document Area, drag the mouse with mouse button pressed.
- If you want to create square Graphic box keep the SHIFT pressed while dragging the mouse.

- Release the mouse button when the requisite dimensions of the Graphic box have been achieved.

With Graphic box object Ribbon

- A Graphic box object ribbon appears with its dimensions appearing as blank.
- Enter the left-top (or right top for right to left documents) and width and height dimensions of the required Graphic box.
- Press Enter.

Line



You can draw the line in your document in different angles & to change the width of line. You may change the color of the line and select the line pattern and to move & resize it.

Creating a Line

Select the Line Tool from the Tools Bar. Now click with the CROSS cursor in the document Area and while keeping the mouse pressed, drag the mouse. The Ribbon shows the two end points of the line. In the normal mode, you can draw orthogonal lines. That is you can draw horizontal, vertical or lines at 45 degrees. For a horizontal straight line, move the mouse horizontally. For a vertical straight line, move the mouse vertically. If a 45 degree line is required, move the mouse such that the amount of movement both horizontally and vertically is same.

Drawing Line At Any Angle

- To draw lines at any angle, keep the **SHIFT** key pressed while creating or resizing the line.

Changing the Width of the Line

- First select the line. Enter the new value in the Width field of the ribbon and press enter/return.

Changing the Color of the line

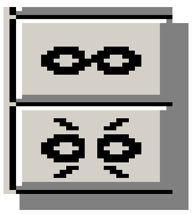
- After having selected the line, select the Fill Color from the Fill Color combo box.

Selecting a Line Pattern

- You can choose the kind of line patterns desired from the Line Pattern combo box. The patterns that you can select are:

Solid	Dotted
Dashed	Dash Dotted
Double	Thick Thin
Thin	Thick

Text Chain



Text Boxes can be linked in a chain so as to allow the text to flow from one Text Box into another. A Text Box can be linked to an existing Text Box in two ways.

Linking Text Boxes

First select the Linking Tool. This will display all the textboxes with its inlink and outlink. Inlink is either marked cross(X) i.e. this text box is the first box in this text chain or there is an incoming arrow from the linked textbox. Outlink is again either marked cross i.e. this textbox is the last textbox in the chain or it has an outgoing arrow and points to the textbox it is linked to.

When you wish to link two unlinked textboxes, you need to follow these steps—

- Click on the first textbox.
- At this point the outer boundary of this textbox will start blinking.
- Now click on the second textbox.
- An arrow drawn from first to second textbox will signify that the textboxes have been linked.

Table to Text

Menu Format: Table Format

This dialog enables you to format the table in terms of Cell Width, Cell Fill Color, Cell Border and Indents within the Cell.



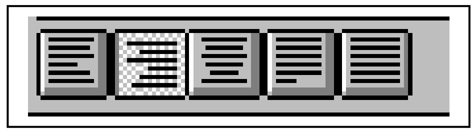
Fill Color: You can select the cells of the table and specify their fill color. The fill color gets applied to the selected cells.

Border: You can specify the border of all cells in the currently selected table as follows.

Color: Allows you to select the color of the border from the list of colors combo box.

Style: Style of the border in terms of document wide line patterns Solid, Dotted, Dashed, etc.

Width: Thickness of the border line.



Cell Order:

Left To Right: Click this option if you wish to keep the flow of text from Left To Right.

Right to Left: Click this option if you wish to keep the flow of text from Right To Left.

Column

Width and Gap: This allows you to modify column widths of the selected columns.

Table

Indents: You can specify the amount of indent within the Cell.

Alignment: Choose the text alignment within the cell is on the Left, Right or Centered.

Menu Format: Table Layout

The Table Layout dialog allows you to carry out the following operations

Row: Allows you to insert/delete a row before or after the current row.

Column: Allows you to insert/delete a column before or after the currently selected column.

Split or Merge Cells: Merges the currently selected cells of the table. For cells merged with the previous merge command, this command enables you to split the cell.

Working with Menu File: Import

This menu item is enabled either when you want to import either text or picture. Clicking this menu a import dialog is displayed, includes

File Name: you can enter the file name to import.

List Files of type: Select the type of file to import.

Folders: Choose the appropriate directory where the file to be imported exists.

Drives: Choose the appropriate drive.

Import Text

Import Picture

Working with Menu File: Export

Export Text: This menu item is enabled in Text Edit Mode. You will have to select the text to export. On choosing this menu item, you will be prompted with a Dialog which includes

File Name: Enter the file name that you want the exported text to be saved in. List Files of type: Select the type of file to export.

Folders: Choose the appropriate directory where the text to be exported.

Drives: Choose the appropriate drive.

Only the selected text will be exported. To export all text choose Select All (Ctrl-A) and then export.

Export Picture:. This menu item is enabled when you are in Picture Edit Mode. Now you can convert the existing picture to one of the types specified in the Picture Export dialogs.

File Name: Enter the file name that you want the exported picture to be saved in.

List Files of type: Select the type of picture to export. The following export types are supported. GIF, JPEG,TGA, TIF, PCX, EPS, BMP

Folders: Choose the appropriate directory where the picture to be exported.

Theory Exercise

Questions

1. What is a urdu word processor
2. Write some features provided by Inpage
3. Explain the Tool Box with diagram
4. What is the difference between a Text box and a Title box?
5. Name and draw the all three picture boxes available in tool box
6. How you can apply different sort of borders around a text box?
7. Explain the purpose of Textbox linking tools.
8. How you can set the margins for inpage document write steps?
9. How you can insert picture in your inpage document
10. How manyu Graphic boxes are available in inpage. Draw them

Practical Exercise-1

Topic: Prepare the given activity.	**Date:**

خفاظتی تدابیر

(SAFETY PRECAUTIONS)

بینچ پر کام کرتے وقت مندرجہ ذیل خفاظتی تدابیر پر عمل کرنا ضروری ہے۔

☆ ہمیشہ کام کرنے سے پہلے انسٹیٹیوٹ کی طرف سے دی گئی یونیفارم پہنیں۔
☆ کبھی بھی بغیر دستے اور ٹوٹے دستے والی ریتی استعمال نہ کریں۔
☆ کبھی بھی ڈھیلے دستے والا ہتھوڑا استعمال نہ کریں۔
☆ ہتھوڑا استعمال کرتے وقت انگوٹھی اور گھڑی اتار دیں۔
☆ چپنگ اور گرائینڈنگ کرتے وقت ہمیشہ خفاظتی عینک پہنیں۔
☆ ہر اوزار کو اس کی اپنی جگہ پر رکھیں۔
☆ ورکشاپ میں کام کرتے ہوئے کبھی بھی باریک تلے والے جوتے نہ پہنیں۔

ووکیشنل ٹریننگ انسٹیٹیوٹ

گرین ٹاؤن، لاہور

مجاہد علی شیخ

(Instructor Computer)

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-2

Topic: Prepare the given activity.	**Date:**

دیباچہ

پنجاب ووکیشنل ٹریننگ کونسل کے زیر انتظام ووکیشنل ٹریننگ انسٹی ٹیوٹس میں تربیت کے لئے نصاب کی تیاری، امتحانات کا انعقاد اور سرٹیفکیٹس کا اجراء کونسل کے دائرہ کار میں شامل ہے لہٰذا ٹریننگ انسٹی ٹیوٹس کے لیے تدریسی مواد کی تیاری اور اشاعت کی ذمہ داری کونسل پر ہے۔ تدریسی مواد "ٹرینیز مینوئل" اور "انسٹرکٹرز مینوئل" کی صورت میں بورڈ آف مینجمنٹ کے ممبران، پنجاب ووکیشنل ٹریننگ کونسل کے افسران اور ووکیشنل ٹریننگ انسٹی ٹیوٹس کے سٹاف کی مشترکہ کاوشوں کا نتیجہ ہے۔ توقع ہے کہ یہ تدریسی مواد ٹریننگ کے معیار کو بہتر بنانے میں مددگار ثابت ہوگا۔

کمپیوٹر آپریٹر ٹریڈ کے اس "ٹرینیز مینوئل" کی تیاری میں مندرجہ ذیل افراد کی کاوشوں کے لئے ہم مشکور ہیں۔

- مجاہد علی شیخ انسٹرکٹر کمپیوٹر ، وی ٹی آئی گرین ٹاؤن لاہور
- شاہد سلیم سینیئر انسٹرکٹر کمپیوٹر ، وی ٹی آئی ٹاؤن شپ لاہور

اس مینوئل کو بہتر بنانے کیلئے تجاویز کا خیر مقدم کیا جائے گا۔

محمد شکیل	ساجد نصیر خان
مینیجر (کریکولم)	جنرل مینیجر
پنجاب ووکیشنل ٹریننگ کونسل	پنجاب ووکیشنل ٹریننگ کونسل

Findings
Trainee Signature
Instructor’s Remarks
Instructor’s Signature

Practical Exercise-3

Topic: Prepare the given activity.	**Date:**

سوالات برائے پریکٹیکل ٹیسٹ برائے موٹر سائیکل مکینک

سوال نمبر 1: موٹر سائیکل ہنڈا CD70 کا ٹیپٹس ٹائمنگ سیٹ اور چیک کرنا۔

سوال نمبر 2: موٹر سائیکل ہنڈا CG 125 کا ٹیپٹس ٹائمنگ سیٹ اور چیک کرنا۔

سوال نمبر 3: موٹر سائیکل یاماہا YB 100 کا ٹیپٹس ٹائمنگ سیٹ اور چیک کرنا۔

سوال نمبر 4: موٹر سائیکل ہنڈا CD70 کا والو ٹپٹ کلیئرنس اور پلگ درست کرنا۔

سوال نمبر 5: موٹر سائیکل ہنڈا CG 125 کا والو ٹپٹ کلیئرنس اور پلگ درست کرنا۔

سوال نمبر 6: موٹر سائیکل ہنڈا CD70 یا CG 125 کا والو ٹائمنگ سیٹ کرنا۔

سوال نمبر 7: موٹر سائیکل کے ریئر پہیہ اور بریک لائنر کی پلیٹیں درست اور چیک کرنا۔

سوال نمبر 8: موٹر سائیکل کے کلچ کی ایڈجسٹمنٹ کرنا۔

سوال نمبر 9: موٹر سائیکل کے اگلے اور پچھلے پہیے کے ٹائر تبدیل کرنا۔

سوال نمبر 10: موٹر سائیکل کے کاربوریٹر کا فلوٹ لیول سیٹ کرنا۔

سوال نمبر 11: موٹر سائیکل کے کاربوریٹر کا ایئر فیول مکسچر کو درست کرنا۔

سوال نمبر 12: موٹر سائیکل کے ایئر فلٹر کی مرمت کرنا۔

سوال نمبر 13: موٹر سائیکل کے ریئر ویل شاک ابزاربر کی مرمت کرنا۔

سوال نمبر 14: موٹر سائیکل کا ہیڈ لائٹ، ٹیل لائٹ کا بلب تبدیل کرنا اور ٹیل لائٹ میں بلب لگانا۔

(1) سلنڈر ہیڈ اور پسٹن کی مرمت کرنا   (2) انجن اسٹارٹر کی مرمت کرنا۔

سوال نمبر 20: مندرجہ ذیل میں سے کسی ایک اوزار کا استعمال کریں۔

(الف) فیلر گیج   (ب) ورنیئر کیلیپر   (ج) کمپریشن گیج   (د) ٹائر پریشر گیج   (ہ) ویکیوم پمپ

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-4

Topic: Prepare the given activity.	**Date:**

[illegible]

معدنی نمکیات	SALT	SUGAR	FAT	PROTEIN	پانی	اجزا
2	1.5	4.5	4.0	4.5	86	گائے کا دودھ
2	0.5	3.4	2.0	2.5	96.6	دہی
2.5	1.5	-	10.5	14.0	74.0	انڈا
3	1.3	-	7.5	21.5	69.7	گوشت بکری
4	1.3	-	3.9	26.2	68.6	مچھلی
3.5	1.2	-	3.8	21.0	74.0	گوشت مرغ
2	1.0	-	1.0	19.0	79.0	[illegible]
3.5	3.7	1.8	5	2.0	92.0	[illegible]
3	1.0	2.0	1.6	2.0	73.4	آلو
3.5	1.0	6.5	2.0	20.5	70.0	[illegible]
3.5	0.5	8.4	4.5	2.6	84.0	[illegible]
3.5	1.6	58.2	1.2	24.6	14.4	[illegible]
4	2.1	61.2	3.4	21.7	11.4	[illegible]
1.5	0.5	88.2	0.8	5.5	10.0	چاول

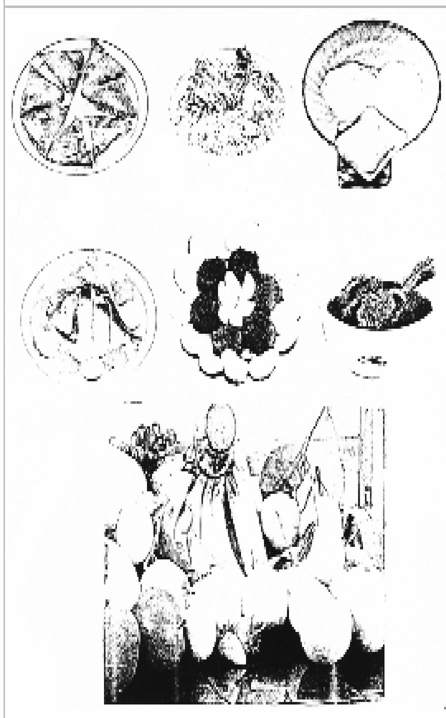
[illegible]

[illegible]

Findings
Trainee Signature
Instructor’s Remarks
Instructor’s Signature

Practical Exercise-5

Topic: Prepare the given activity.	**Date:**



کچی غذائیں Raw foods

کچی اور تازہ غذائیں وہ غذائیں ہوتی ہیں جن کو سادہ طریقہ سے پکایا گیا ہو۔ اور جن کو نہ تو چھپا گیا ہو اور نہ ہی پروسسڑ (Processed) کیا گیا ہو۔ ایسی تمام غذائیں قدرتی غذائیں کہلاتی ہیں۔ اس طرح صحت پر کوئی بُرا اثر ڈالے بغیر یہ غذائیں جسم کو بہت زیادہ غذائیت بہم پہنچاتی ہیں۔

عمدہ اور محفوظ غذائیں Refine and Processed Foods

عمدہ طریقے سے صاف شدہ یا کیمیائی طریقے سے محفوظ غذا جو بہت زیادہ تیل میں پکائی گئی ہوں۔ اور ان میں مصالحہ جات اور چربی بہت زیادہ شامل کی گئی ہو۔ تو ایسی غذاؤں میں کیلوریز (حراروں) کی مقدار بڑھ جاتی ہے۔ مگر اس سے ان کی غذائی اہمیت گھٹ جاتی ہے۔ پروسیسنگ اور ریفائنگ کے عمل سے بہت سے قدرتی غذائی عناصر دوران پکوان برباد ہو جاتے ہیں جس سے نہ صرف صحت پر بُرا اثر پڑتا ہے بلکہ جلد اور بالوں کے حسن پر تباہ کن اثرات پیدا ہو کر وہ اپنی ہیت کھو دیتے ہیں۔

غذا کے متعلق ہدایات

صحت کو قائم رکھنے کیلئے مندرجہ ذیل ہدایات پر عمل کرنا ضروری ہے۔

1. غذا تازہ، خوش ذائقہ اور خوب پکی ہوئی ہو۔ باسی غذا نہ کھائیں۔
2. غذا آہستہ آہستہ اور چبا کر کھانی چاہیے۔
3. کھانا کھاتے وقت طبیعت بشاش ہونی چاہیے۔
4. پیٹ بھر کر کھانا نہ کھائیں بلکہ تھوڑی گنجائش رہنے دیں۔

Findings
Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-6

Topic: Prepare the given activity.	**Date:**

سوالات برائے تھیوری پیپر برائے آٹو مکینک

دیئے گئے جوابات میں سے بہترین چناؤ کر کے خالی جگہ پُر کریں۔

1۔ بائیسکل چلانے کے لئے ------- طاقت استعمال ہوتی ہے۔	(حیوانی/انسانی/میکانکی)
2۔ آٹو گاڑی ہمیشہ -------- پر دوڑتی ہے۔	(ہوا/پانی/سڑک)
3۔ ---------- انجن کی حرارت ہوا میں زائل کرتا ہے۔	(نظام ٹھنڈک/نظام بریک/نظام ایندھن)
4۔ گاڑی کا انجن ------- کا حصہ ہوتا ہے۔	(باڈی/چیسس/فریم)
5۔ ایک سینٹی میٹر مساوی ہوتا ہے ------- ملی میٹر کے۔	(۱۰/۱۰۰/۱۰۰۰)
6۔ ۱/۵ انچ کو ایک -------- بھی کہتے ہیں۔	(سوتر/ڈیسی میٹر/اتھاؤ)
7۔ فولادی پیمانہ کی چھوٹی اکائی ------- ملی میٹر ہوتی ہے	(۱۰/۱/۰٫۱)
8۔ کسی شافٹ کا قطر ------- کی مدد سے معلوم کیا جا سکتا ہے۔	(فولادی پیمانہ/ورنیئر کیلیپر/ڈائل انڈیکیٹر)
9۔ مائیکرومیٹر کا کم ترین شمار ------- ملی میٹر ہوتا ہے۔	(۰٫۱/۰٫۰۱/۰٫۰۰۱)
10۔ ٹیپٹ کلیئرنس کی پیمائش ----- سے کی جاتی ہے۔	(مائیکرومیٹر/ڈائل انڈیکیٹر/فیلر گیج)
11۔ خلائی گیج ----- ناپتی ہے۔	(مزاحمت/چوس/دباؤ)
12۔ فضا کو آلودہ کرنے والے دھواں کے اجزا کی مقدار ------ بتاتا ہے۔	(انجن اینالائزر/ایگزاسٹ گیس اینالائزر/الیکٹرونک ٹیسٹر)
13۔ آٹو گاڑیوں کے انجنوں میں ایندھن، ایندھن کے سلنڈر کے -------- جلتا ہے۔	(باہر/اندر)
14۔ انجن کا سب سے بڑا حصہ ------------ ہے۔	(سلنڈر ہیڈ/سلنڈر بلاک)
15۔ خلائی وہیل کام والے سٹروک کے دوران انجن کو -------- ہونے سے روکتا ہے۔	(بند/تیز)

Findings
Trainee Signature
Instructor’s Remarks
Instructor’s Signature

INTERNET E-MAIL

Internet
The Internet is a collection of computer networks that connects millions of computers around the world. Internet is a Global Network, Which provides users the access to the information available through out the world.

Web Page
A Web page is a document on the Web. Web pages can include text, pictures, sound and video. The World Wide Web is also called the Web, WWW or W3.

Web Site
A Web site is a collection of Web pages maintained by a college, university, government agency, company or individual.



Popular Web Sites

Some Web sites are popular and can get very busy. You may find that it takes longer to view the information on a busy Web site. If it is taking a long time to view a Web site, try connecting again later.

Some informative Web sites URLs (Uniform Resource Locator) are listed here;

- ☒ www.yahoo.com
- ☒ www.Google.com
- ☒ www.Punjab.gov.pk
- ☒ www.domainxcess.com
- ☒ www.PVTC.gop.pk

What you need before you first visit the Internet!

1. Computer with Internet connection. PC with an Operating System like Windows is fine and a modem with telephone line.

2. Internet account with a connection provider. Often called "ISP" (Internet Service Provider), these are usually companies that charge subscription fee for Internet access, you will need to pay perhaps some rupees per hour. Charges of their services for internet depend upon the service they are providing

3. Internet browser software. The most popular is called Internet Explorer version 6 ("IE"). Netscape Navigator is the second most-common. Opera is another choice for internet users.

4. Email software. You can use web mail or choose from the very popular Outlook or Outlook Express or the free "web-mail" offered by Yahoo or Hotmail.

5. Other supported software. If you want to listen songs via internet you probably need Real Player, if you want to chat with your friends or relatives you must need MSN or Yahoo messenger this is a big topic in its own. Like for some websites you need Flash Player to get that view.

6**. Optional: stereo speakers, microphone, and webcam.** These hardware devices will allow you to hear game sounds, do Internet telephoning, and send images to your friends and family.

Internet Service Provider

An Internet Service Provider (ISP) is a company that gives you accesses to the Internet for a fee. You can visit there websites by typing the given home page addresses in URL of internet explorer or if you are using Netscape then type addresses in Location bar

Here is the List for some local Internet Service Providers (ISPs) available in Lahore

ISP’s	Home Page
1. Comsats	http://www.comsats.net.pk
2. Brain	http://www.Brain.net.pk
3. Nexlinx	http://www.nexlinx.net.pk

4. WOL http://www.wol.net.pk
5. Worldcall http://www.magic.net.pk
6. Cyber Net http://www.cyber.net.pk

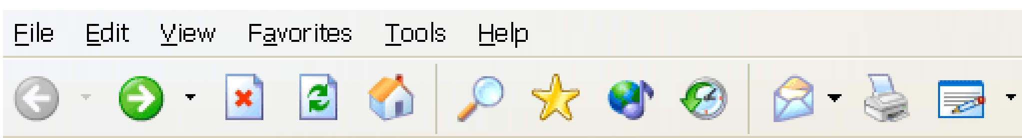
Some internet sites have different extensions, given below are the extensions which are being used for different sites.

ORGANIZATION		**COUNTRY**	
COM	commercial	pk	Pakistan
EDU	education	ca	Canada
GOV	government	it	Italy
MIL	military	JP	Japan
NET	network	au	Australia
ORG	organization	uk	United Kingdom

Using Internet Explorer

Internet Explorer is a Web browser produced by the Microsoft Corporation. This tutorial will cover the major features of version 6. For the sake of brevity, we will refer to the software as IE6.

THE TOOLBARS



Menu Bar: Contains menu items that open up dropdown lists for related options. Among the items are options for printing, customizing IE 6, copying and pasting text, managing Favorites, and accessing Help.

Navigation Toolbar: Contains icons for a variety of features including navigating among Web pages, searching the Web using a selection of search tools, accessing and managing Favorites, viewing a History of visited pages, printing, and accessing email and newsgroups.

HOW TO ACCESS RESOURCES ON THE WEB

1. If you have the URL (address) of a Web page

Type the URL to go directly to the page. You have got two ways to do this.

- Type the URL in the **Address** bar at the top of the screen. Like **www.Domainxcess.com** then press ENTER

- Click on **File/Open** at the top left of the screen. A pop-up window will appear with a text entry window. Within that window, type the URL like **www.Domainxcess.com** Press the Enter key.

2. If you are on a Web page

Click on:

- words or images which change the shape of the mouse pointer from an arrow to a hand and display a URL on the bottom of the screen when the mouse pointer is placed over it

- the blue words on the display screen

- the purple words on the display screen (the purple color indicates that the resource has been recently accessed on your terminal)

Note: The color blue is generally the default color for text that contains a link, and purple is the default color for text representing a link that has been visited in the recent past. Nowadays, Web page creators are coloring their links in all sorts of ways. The best way to figure out which text represents a link is to position your mouse over the words and see if the pointer shape changes from an arrow to a hand. The hand represents a link.

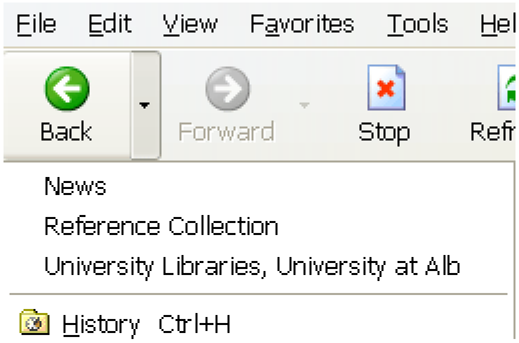
3. If you want to use pre-installed links

Click on **Favorites** on either the text bar or the tool bar at the top of the screen to access these resources.

NAVIGATING THE WEB

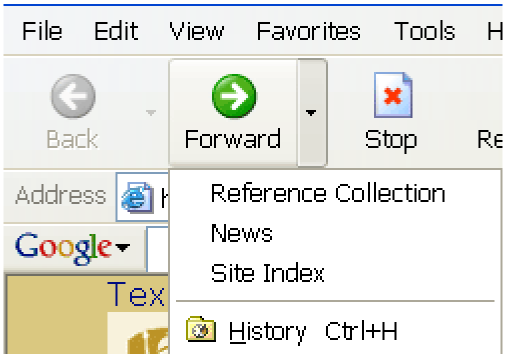
To go back to previous sites:

Click on the small **Back** left arrow on the navigation bar near the top left corner of your screen. Each time you click on this arrow, you will return to the next previous site that you visited. If you hold your mouse over the **Back** arrow, the title of the upcoming page will briefly appear.



To move forward:

When you have returned to previous sites with the **Back** arrow, you can go forward again by clicking on the small right-pointing arrow next to the **Back** arrow. To move farther ahead, click on the small black triangle to the right of the **Forward** arrow in the menu bar at the top of the screen. This presents a list of several sites you have visited.



ADDITIONAL TOOLBAR OPTIONS

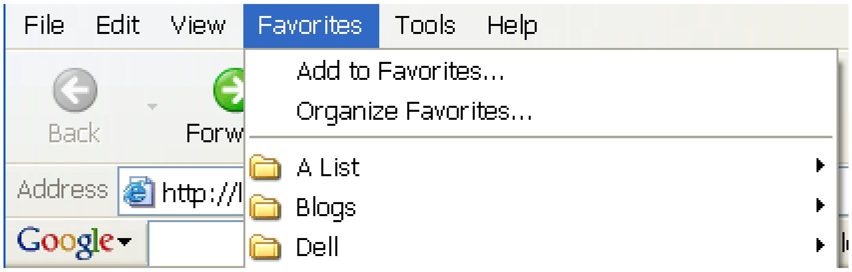
Stop: The circle containing the X will stop a page while it is in the process of loading.

Refresh: The square containing the two curved arrows re-retrieves the page you are currently viewing. This is useful if the page does not load successfully or completely.

Home: The home icon takes you back to the page that was on the screen when you first started internet explorer.

Search: The search button opens up a function that uses one or more Web search tools. You can also customize your search experience. Ask your instructor in Lab. to demonstrate the search practically.

Favorites: Favorites are Web sites you have visited that you would like to store for easy access. You can add, delete and organize your Favorites.



To *add* the current Web page as a favorite, click on **Favorites** and then **Add**. To choose the folder where you want to store this listing, click on **Create in** and choose the folder you want. At this point, you also have the option to create a new folder.

History: The history function allows you to view and select Web pages you have recently visited. You can sort your items by clicking on the black triangle to the right of the word

View. You can sort by size, date, the number of times visited, and the order you have visited today.

Mail: You can read email from this window. Choose the email software you wish to use by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**.

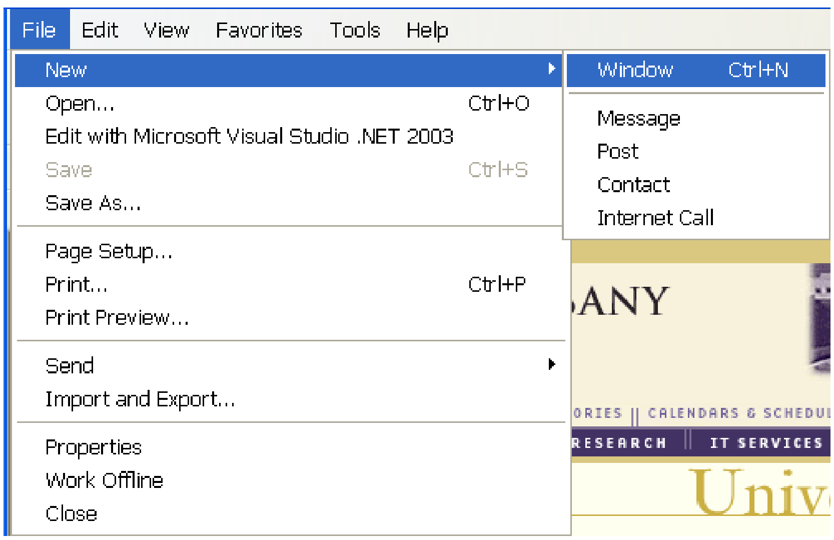
Print: Allows you to print the current page.

Edit: You may edit the current page in the HTML editor of your choice. Choose the editor by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**.

Discuss: You may set a default Usenet newsgroup server.

USEFUL OPTIONS ON THE MENU BAR

The menu bar at the top of the screen includes some useful options. Here are a few highlights.



File/New/Window: You can open up a second copy of Internet Explorer by using this feature. This allows you to visit more than one Web page at a time.

File/Edit with...: You can edit the current Web page using the editor of your choice. Select the editor by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**. You choices will be determined by software installed on your computer.

Edit/Find (on This Page): Internet Explorer allows you to do a text search of the document on your screen. Choose this option and type in the word or phrase you wish to search.

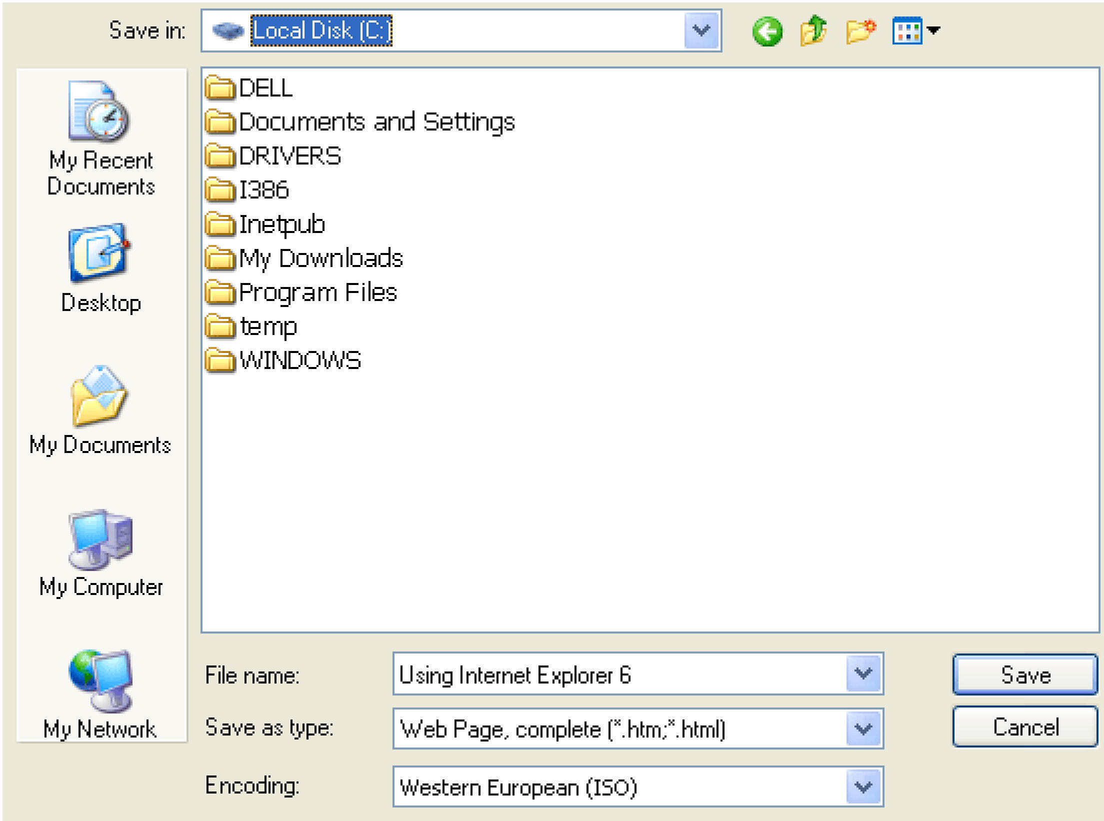
The **Tools** menu offers you many ways to customize Internet Explorer.

SAVING WEB DOCUMENTS FOR LATER USE: HOW TO DOWNLOAD, EMAIL, AND PRINT

You can download to disk, email, or print the Web page on the IE 6 screen.

To DOWNLOAD

Click on **File/Save As** (top left of screen). A pop-up window will appear.



Save in: Choose the desired drive.

Save as type: Make sure you save the page to the file type that will be useful to you. If you save the page as a Web page, you will need a Web browser or HTML editor to view it. A text file (txt) can be viewed in a word processing program such a Word or WordPerfect.

- Click on **Save**

To EMAIL

- Click on **File/Send** (top left of screen).

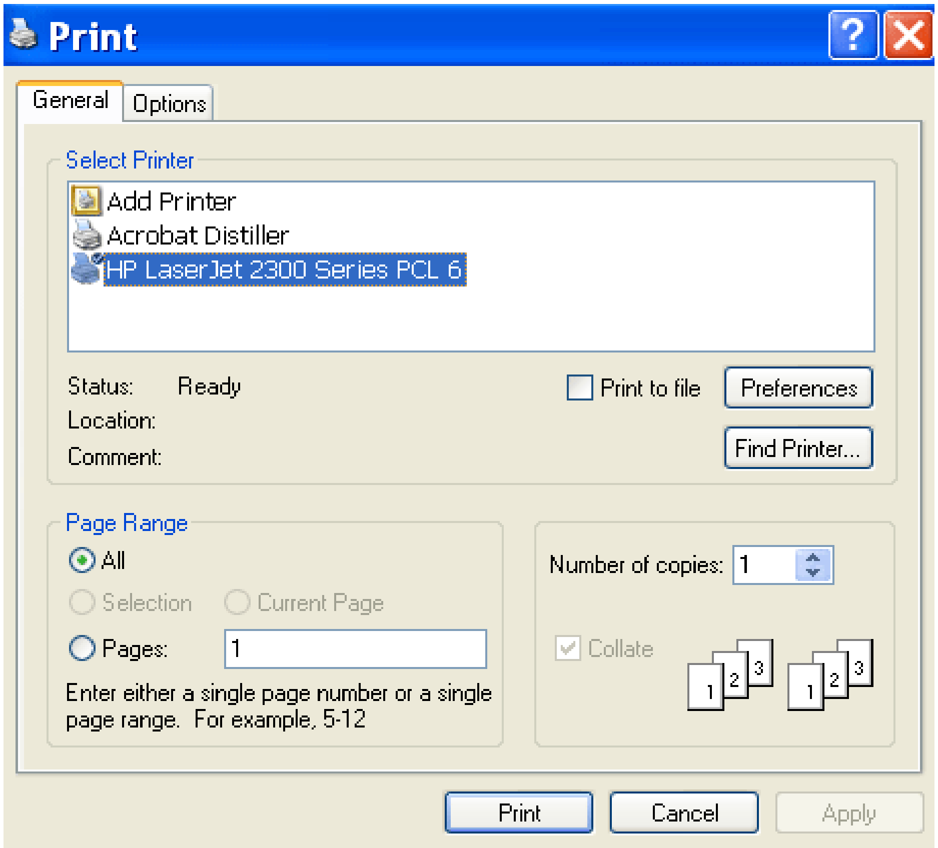
You may send the current page as an email message, or you may insert the link to the current page within an email message. Once you make your selection, your email software will open. You can change the default software by going to the Menu Bar and choosing **Tools/Internet Options/Programs**. You choices will be determined by software installed on your computer.

To PRINT

To PRINT THE ENTIRE DOCUMENT

- Click on the **Print** icon on the Tool Bar

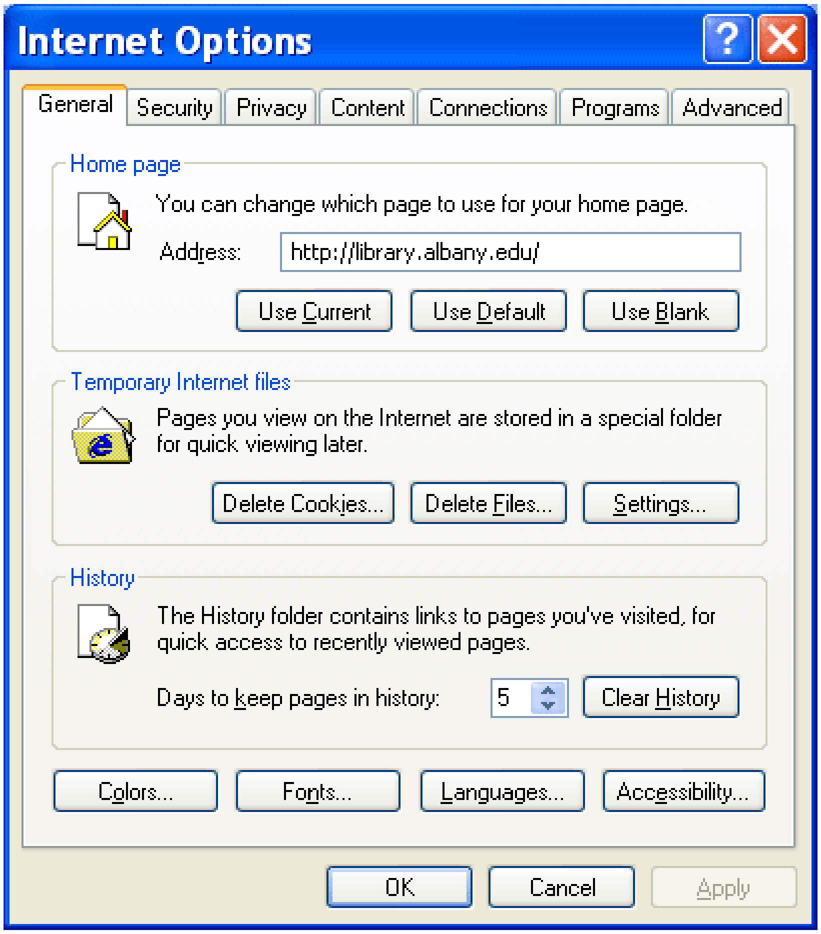
- Click on **OK**



CUSTOMIZING INTERNET EXPLORER

Internet Explorer offers a number of customization options. This section will highlight some of the more useful features available under **Tools/Internet Options** on the Menu Bar.

Tools/Internet Options is divided into six tabs. Each one is explained below.



General

Home Page: Specify the URL of the page you want to appear whenever you open IE 6, or whenever you click on the Home icon

Temporary Internet Files: This option allows you to view the files in your browser's cache. The cache holds viewed Web pages for subsequent quick viewing. Retrieving a file from the cache is much faster than repeated trips to the remote Web server where the file originated. You can customize the **Settings** to decide how often to check for newer pages, to specify how much disk space to reserve for your cache, and to view files in the cache.

Connections

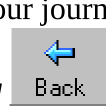
Here you can store the information about your Internet Service Provider, configure your LAN settings, or send your browser requests through a proxy server.

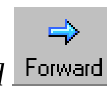
Opening a Website using Internet Explorer

To open a web site Click the address bar and type out the URL, (e.g.; **http://www.Domainxcess.com**) then click 

at right hand end of the address bar or hit the enter key on your keyboard. If you are already on a web site there may be 'links' on that page which will also take you to other web sites. A link is a hypertext connection between two documents. In short, wherever your cursor  turns to a hand  you have a link which you can click on.

As you navigate these pages using hypertext links, you probably unaware of the hyperlink "history" you have taken just clicking around. There may even be times when you would like to go back to a page previously clicked on, being unable to do so can mean more frustrating time spent online to find that all important page.

Fortunately, the browser keeps a record of your journey using hypertext links, and you can retrace your steps by using the *backward* 

and *forward* 

buttons found at the top left of your screen.

The *Back* & *Forward* buttons only keep track of your browsing whilst you have Internet Explorer open. Once you close the program you start again fresh.

Searching for a Topic



To search for a topic you can click on the search button and Internet Explorer will automatically take you to a Search Engine site where you can type in the key words you are looking for, or you can use the search button on our home page. Your instructor will demonstrate the practical for using YAHOO.com & GOOGLE.com as Search Engines with different queries in your computer lab. This will give you an idea what you can and how you

Search Information on Internet

A website that provides you the feature to search information over the web known as SEARCH ENGINE e.g.; YAHOO & GOOGLE are the most popular search engines.

Popular Search Engines

There are three popular search tools that can help you find information on the web. You can browns through categories, such as arts or sports, to find information that interests you or you can search for a specific word or topic.

Yahoo	**http://www.yahoo.com**
Google	**http://www.Google.com**
Alta Vista	**http://www.Altavista.Digital.com**
Infoseek	**http://www.Infoseek.com**

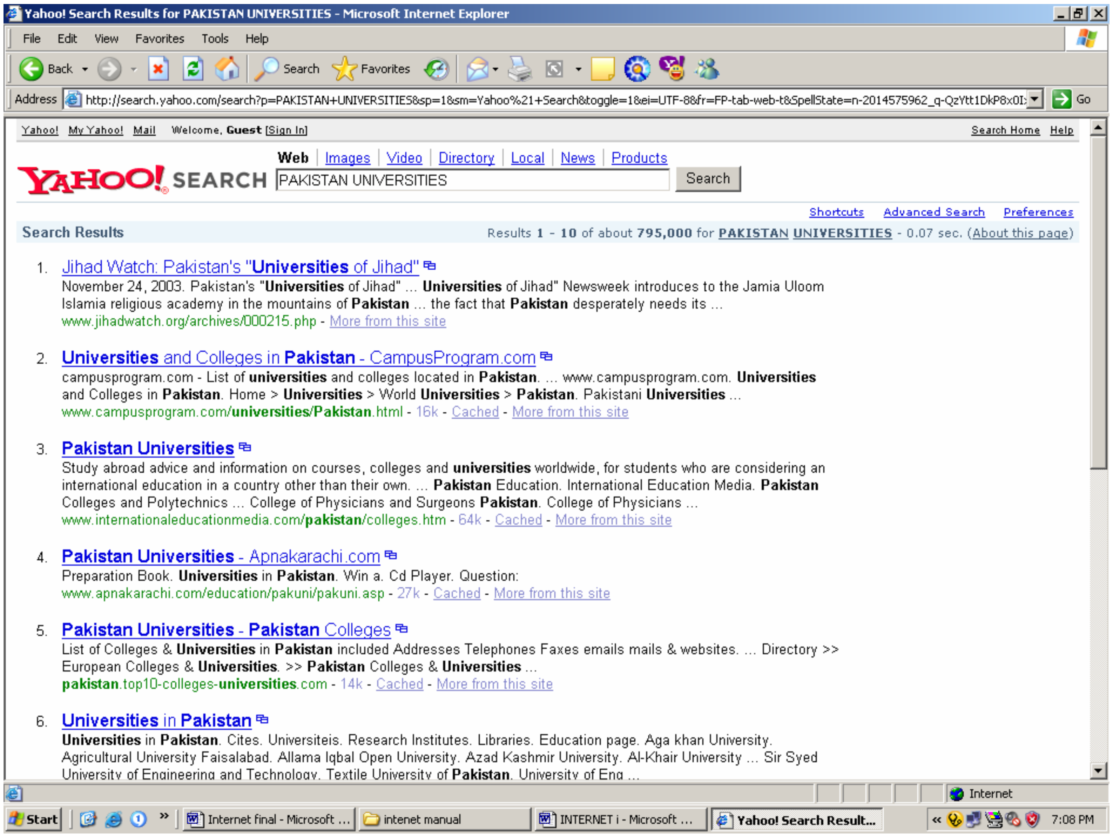
Lycos http://www.lycos.com
Netscape http://www.netscape.com

1. Open Internet Explorer
2. Open www.Yahoo.com (wait till the Yahoo page get downloaded in browser)
3. Type “UNIVERSITIES OF PAKISTAN in Search box Click **Yahoo Search**



(wait until your search results available in same window)

4. You have a list displaying the Hyperlinks for the desired web pages.
5. Click any of listed hyperlinks to open the desired website that you have searched.



6. You can easily navigate using your internet explorer BACK and FORWARD icons in toolbar.

Keep practicing on searching the internet using popular search engines; you may search any of desired information.

You can also search images by using **IMAGES** tab over the search box on Yahoo page.

Search images for **PAKISTAN FLAG** using same search get some help of your instructor if required.


Yahoo! Image Search Results for Pakistan Flag - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://images.search.yahoo.com/search/images?p=Pakistan+Flag&toggle=1&ei=UTF-8&fr=FP-tab-web-t
Go
Yahoo! My Yahoo! Mail Welcome, Guest [Sign In]
Search Home Help
Web Images Video Directory Local News Products
YAHOO! SEARCH
Pakistan Flag
Search
SafeSearch is ON Advanced Search Preferences
Image Results
Results 1 - 20 of about 803 for Pakistan Flag. Search took 0.13 seconds.
pakistan.jpg
142 x 95 pixels - 3.2kB
www.abc.net.au/commonwealthgames/nations/pakistan.htm
pakistanflag.jpg
140 x 144 pixels - 2.3kB
www.punjabilok.com/news_files/2004/february/news_1104.htm
pakistan_flag.jpg
150 x 113 pixels - 10.7kB
web1.wsvn.com/news/articles/world/C35386
pakistan_flag800x600.jpg
800 x 600 pixels - 48.6kB
www.tophazara.com/General%20Photos
pakistan.gif
195 x 121 pixels - 4.6kB
www.fcps.k12.va.us/CardinalForestES/pta/2002-2003/heritage/pakistan.htm
pakistan.gif
640 x 440 pixels - 4.7kB
www2.edu.yamanashi.ac.jp/~fujita/Flag/00dir.html
pakistan.gif
285 x 190 pixels - 15.1kB
www.allstates-flag.com/flags/International/Pakistan_flags.htm
viewimage.jhtml
195 x 313 pixels - 13.1kB
authoring.3m.com/cms/GB/en/1-44/kikklFR/view.jhtml
Done
Internet
Start
Internet final - Microsoft ...
intenet manual
INTERNET i - Microsoft ...
Yahoo! Image Search ...
7:10 PM

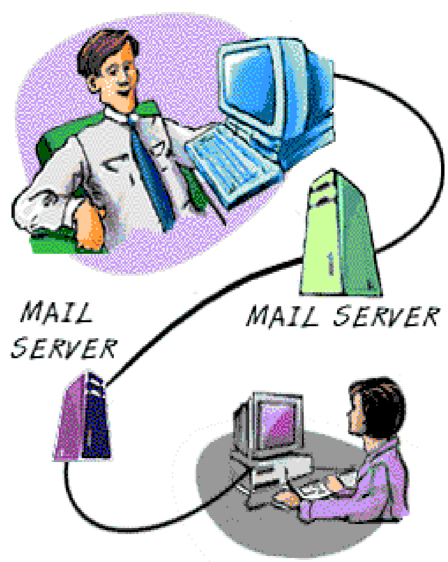
Introduction to E-Mail

Electronic mail, or **e-mail**, is the most frequently used service on the Internet for many reasons:



- You can send a message **any time**, **any where** and the recipient can read it at his or her convenience.
- You can send the same message to several people at the same time.
- You can **forward information** to co-workers without retyping it.
- You cn save time. **E-mail is fast**, usually taking no more than a few minutes to be received.
- You can e-mail electronic documents and the **recipients can then edit and return** revised versions
- You can **send messages around the world** as easily as to co-workers in the next office.

How E-mail Works on the Internet



- Like a postal address, an **e-mail address** specifies the **destination** of an electronic message.

  An **Internet** e-mail address looks like this:

  username@domain name

  mujahid@Domainxcess.com
  masrose00@yahoo.com

  The **user name** is a unique name that identifies the **recipient**.

- E-mail is sent and received through electronic "post offices" known as **mail servers**.
- To read your e-mail, you must retrieve it from the **mail server**.
- Once you enter the address of the recipient, compose your message, and click **Send**, your e-mail software handles the delivery.
- If the message isn't delivered, because of an incorrect address, for example, you typically receive an e-mail message explaining why

E-mail provides a fast, economical and convenient way to send messages to family, friends, colleagues, and business organizations.

To read your email on a Web-based email site, you have to **SIGN IN** on the web-site with a **USERNAME** and **PASSWORD**. This means you can use your browser -- or a browser anywhere in the world.

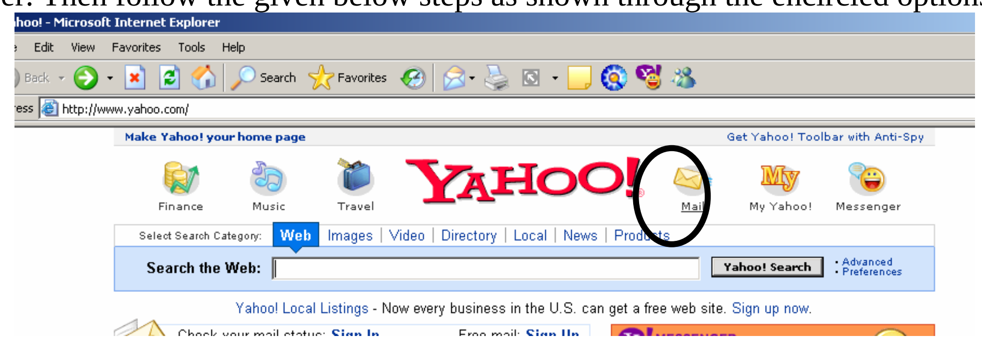
Hotmail & Yahoo may not have been the first Web-Based email sites, but both were certainly one of them to become so popular.

Now, most all of the search engines are offering free web-based email.

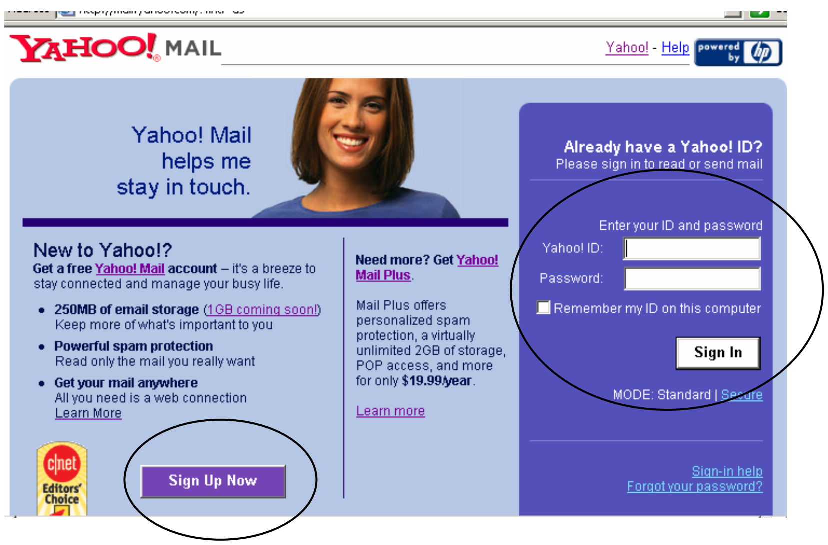
- Hotmail.com (Free Web based E-mail service Provider)
- Yahoo.com (Free Web based E-mail service Provider)

Create an E-mail account through a web Browser.

We use www.Yahoo.com to create a new e-mail account. Open this site in your internet explorer. Then follow the given below steps as shown through the encircled options.



To create an Email account through you web Browser, Do as shown above click on MAIL on the following screen click the circled **SIGN UP NOW** otherwise if you have already created e-mail account fill the right encircled boxes for **SIGN IN**



To create your E-mail account through Web Browser you have to provide some Information related to your account, for filling up a form on yahoo.com mail server. You will be shown a web form on which you are asked to fill up with some information like

First Name,
last name
Country,
Yahoo ID,
Date of Birth,
Password,
Re-Type Password

And at the end you will be asked to click on a Button named **I AGREE**

After clicking the **I AGREE** button you will get a news message of your e-mail account and you will get this screen



Once your e-mail account is created, you are ready to send and receive the e-mails by **SIGN IN** and after completing your task do not forget to **<u>SIGN OUT</u>** your e-mail account.
After you have been logged on, several options will be available to you. as shown in left circle options.

1. Inbox



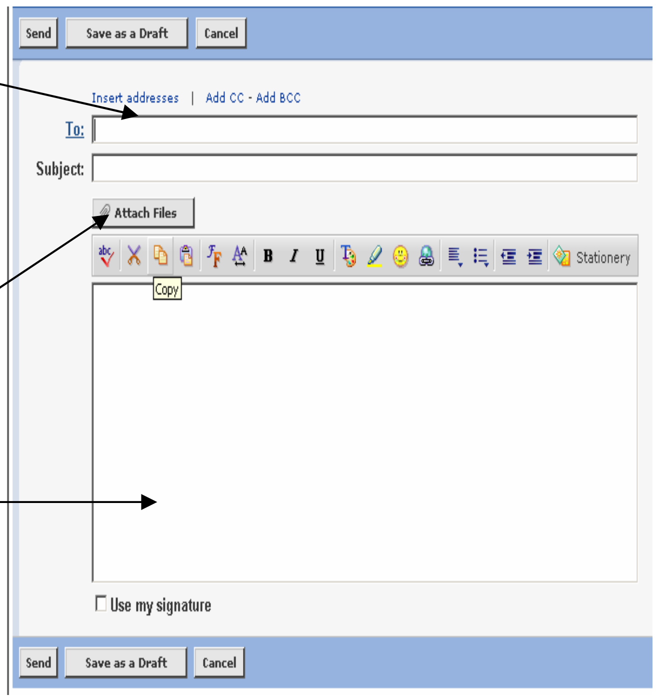
Inbox contains the new mail which you have received. From here you can read new mail, delete old mail and reply to the old messages etc.

Structure of an E-mail Message

The software you use to send, receive, and manage electronic messages is called an **e-mail client**. (Most web browsers have with this software.) To send an e-mail, you enter information similar to the heading of a typical interoffice memo.

- **To** contains the e-mail addresses of the **recipients**. This is a mandatory entry. You can send your email to multiple **recipients**. Ask your instructor for the practical.

- **Attachment** contains the **names of files** that you may be sending, for example, a word-processing document or a spreadsheet.
- **Body** contains the **message** itself, which can be of any length.



- **Subject** contains the **main topic** of the message. Keep this brief. Recipients see this in their summary of incoming e-mails.

- **Send** button is used to send your message to the recipients

Internet E-mail Addresses

Here is how to interpret the parts of an e-mail address:

mujahid@Domainxcess.com

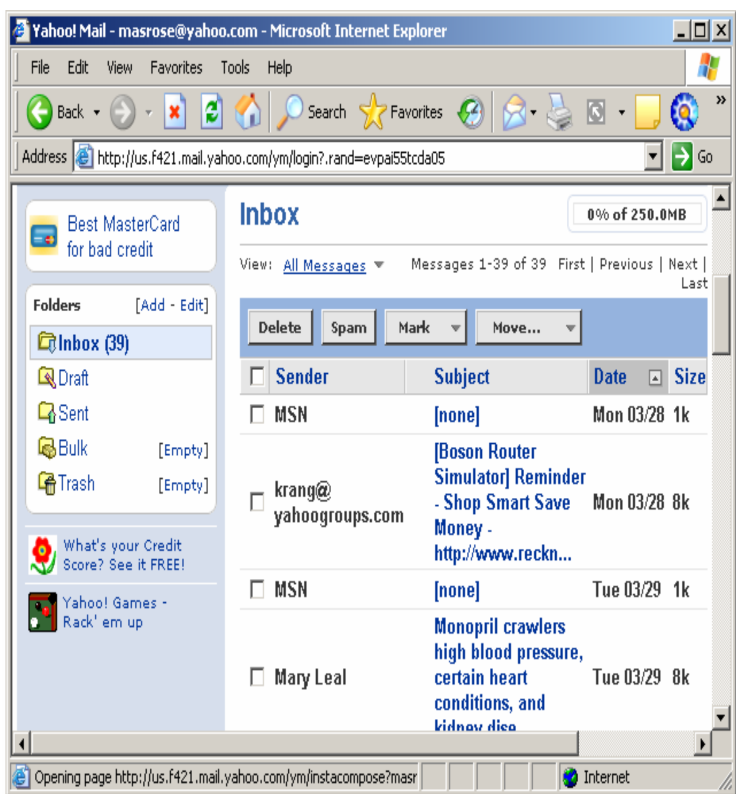
- **mujahid**--The **user name** of the e-mail account holder is a unique, assigned name that can be a real name, initials, a nickname, or a descriptive word such as "information."
- **@**--The **axon sign** is required in all Internet e-mail addresses. It allows the e-mail software to distinguish between the **user name** and the **domain name**.
- **Domainxcess.com**--The **domain name** identifies the company or organization of the account holder.

Using E-mail Software

Reading E-mail Messages

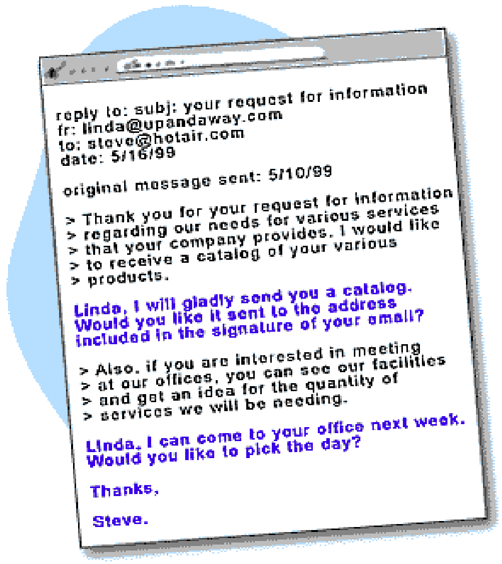
When you launch your e-mail program, it usually shows you the messages you have received. From here you can read, reply to, and manage your e-mail.

- Received mail is typically kept in an **Inbox**; outgoing mail is stored in an **Outbox**;
- To read an e-mail, you typically double-click on the **envelope icon** or the **Subject** line of the message. This opens a new window containing the **header** and **body** of the message.
- To review mail in other folders or boxes, click or (double-click) on the folder. Then click the message that interests you.



Replying to E-mail Messages

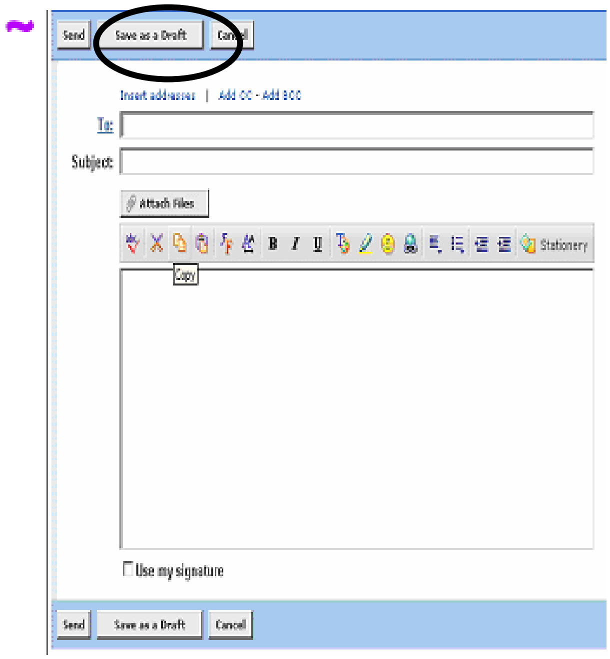
After you have read a message, you may decide to reply.



- The window with the e-mail you are reading typically has a **Reply** button. Click on this button to open a new window. The **To** and **Subject** lines are automatically filled in with the e-mail address of the sender and the subject of the message.
- You might also have a **Reply To All** or similar button that also opens a new window. In this case, all the addresses in the **CC** list are included in the **To** and **CC** lines.
- In some programs, the original message appears automatically
- You can choose to place your reply before or after the original text.

Sending Files as Attachments

In addition to sending text messages, most e-mail programs allow you to attach word-processing documents, spreadsheets, graphics, audio, video, and other electronic files to your message.



To attach a file:

- Click on the **Attach Files** button available in the same window as circled.

- Locate the file on your computer's hard drive or other storage device from the window

- Select the file you want from the **Attach file**. The name of the file appears in the **Attachment** line of your message window.

Theory Exercise

Questions

1- List down the things you need to work with internet?

2- What is Internet & How it works?

3- What is a website? Explain WWW.

4- What is a search engine? Name some popular search engines

5- Name some Internet Browsers. What is URL? List some known URLs

6- List some icons available in internet explorer window.

7- What is E-mail?

8- How you can get an e-mail account? Write down an e-mail address

9- How you can send different files with an e-mail message?

10- List down some informative Pakistani websites

Practical Exercise-1

Topic: Search information for **Pakistani Universities** available in Punjab using www.Google.com show your result to your instructor	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-2

Topic: Search using www.yahoo.com for **Urdu Poetry** website links. show your result to your instructor	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-3

Topic: Search using www.yahoo.com for **History Of Pakistan**. show your result to your instructor.	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-4

Topic: Search using www.Google.com the official website for **Guinness Book of World Records**. show your result to your instructor**.**	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-5

Topic: Search using www.yahoo.com any of **Local News Paper** official website**.**	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-6

Topic: Create a new E-mail account on www.Hotmail.com.	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-7

Topic: **Send** an E-mail to your instructor's e-mail address and ask him for **Reply.**	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-8

Topic: **Send** an e-mail to your friend with attachment of your C.V. as MS-Word file	**Date:**
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

INSTALLING MS WINDOWS 98

Step-1

- Boot Computer from the Bootable Windows 98 CD.
  When the computer is booted from the CD, a command prompt will be displayed on the screen as shown below:

  A:\>

  Here you can format Drive C: of your computer to erase any previous operating system (for example windows 98 or windows 2000 FAT 32 Partition) on Drive C: by typing following command.

  A:\>format c:/s

  (*This command will format Drive C: and also copies necessary system files on your computer)*

  Following message will be displayed after pressing the Enter Button.

  WARNING, ALL DATA ON NON-REMOVABLE DISK
  DRIVE C: WILL BE LOST!
  Proceed with format (Y/N)? _

  Press **'y'** to proceed and then press **Enter** button.

  After completing this process following message will be displayed.

  Volume label (11 characters, ENTER for none)? _

  We can assign any user-defined name to Drive C: for example '*Allah'*,
  press **Enter** button to continue.
  The computer will return to prompt A: as

  A:\>

Step-2

Suppose hard disk of your computer have 3 partitions that is Drives C:, D: & E: and F: is the CD drive.

The command

A:\>f: ↵

will show the Drive F: here if we type **dir** command and press enter, list of different system and other files will be displayed, as example some files are shown below.

F:\>dir ↵

ATTRIB	EXE
CHKDISK	EXE
COMMAND	COM
DEBUG	EXE

However different bootable CDs can have different files.

The command

A:\>g: ↵

G:\>dir ↵

will show all the directories and files in the inserted CD other than system and other files shown above

Type the following commands and press Enter button

G:\>cd win98 ↵ (*suppose setup of windows 98 is in the directory'WIN98')*

G:\WIN98>setup ↵

The following message will be displayed

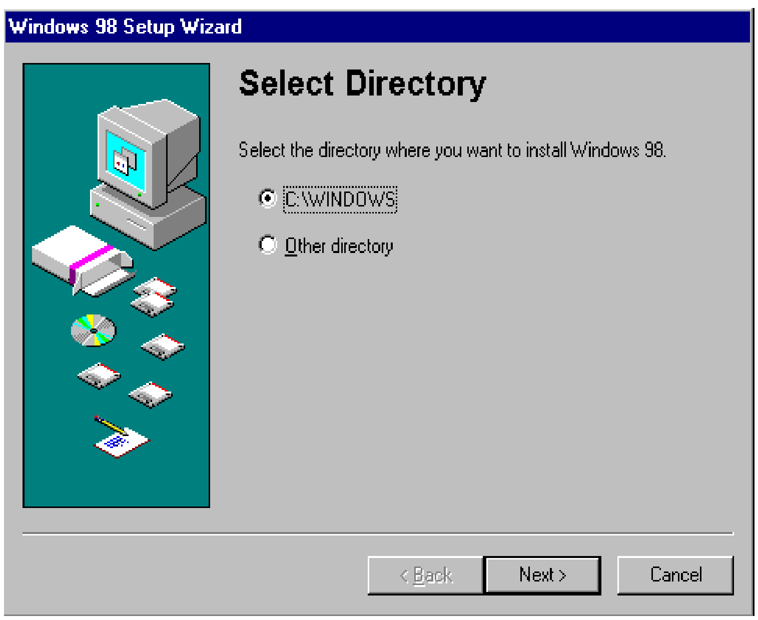
To continue press ENTER. To quit Setup, press ESC

Here press *Enter* button to start Scan Disk process
When this process will be completed, press **x** button to start installation process.
Following **Windows 98 Setup** dialog box will be displayed on the screen of your computer. Press Enter or click by mouse on the **Continue** button.



Step-3

The **Select Directory** dialog box appears
Click on **Next** button to install windows on Drive C:

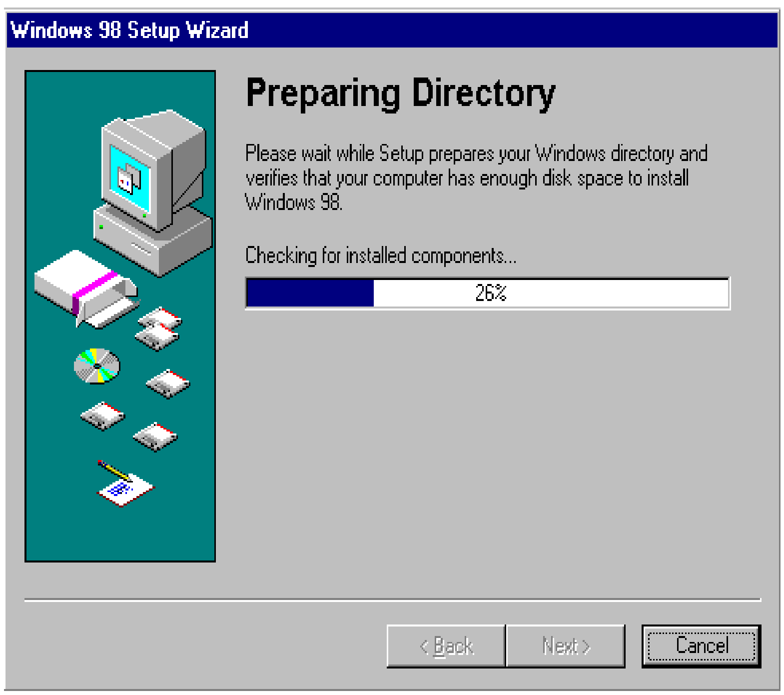


The default directory is C:\Windows. If you want to install Windows in a directory other than C:\Windows, follow these steps.

1. In the **Select Directory** dialog box, click **Other directory**, and then click **Next**. The **Change Directory** dialog box appears
2. Type a new directory name, and then click **Next**. If you specify a directory that does not exist, Setup will create one for you.

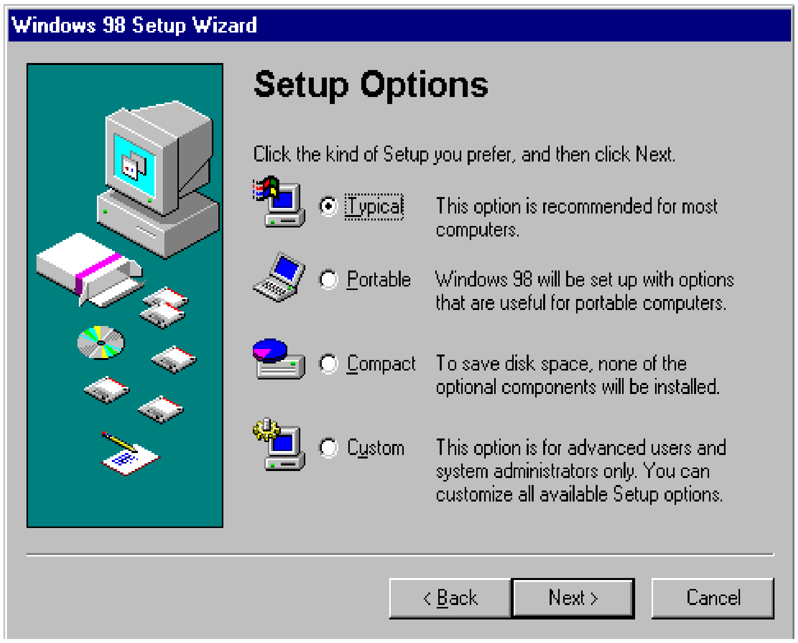


After you select a directory, the **Preparing Directory** dialog box appears



Step-4

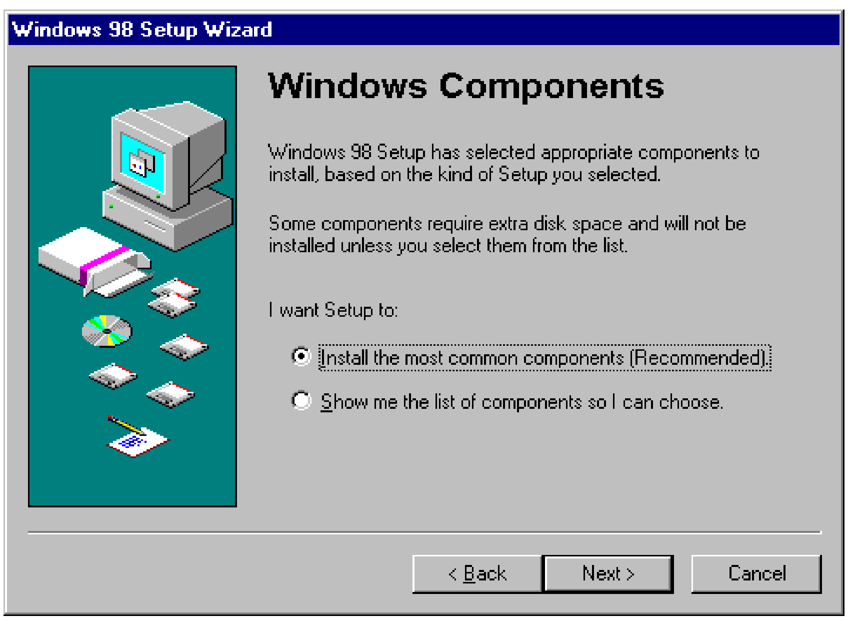
Once Setup finishes setting up the directory structure, it prompts you to select the type of Setup you want through the **Setup Options** dialog box.



In the **Setup Options** dialog box, click the Setup option you want, then click **Next**. The **Typical** Setup option is selected as the default.

Step-5

After you press the **Next** button the **Windows Components** dialog box will appear.



Click **Next** to install most common components.

Type the

Computer name	**Intel**
Work group	**Layyah**
Computer Description	**P4**

in **identification** dialog box and click on **Next** button.

Step-6

Next, Setup prompts you to establish your location by displaying the **Establishing Your Location** dialog box as shown below.



From the **Select your country or region from the list below** list, click the country or region you want. For example, **Pakistan**.

Click **Next**.

Step-7

After establishing your location, Setup prompts you to create a Windows 98 Startup Disk by displaying the **Startup Disk** dialog box.



Click **Next** on the **Startup Disk** dialog box and Setup starts creating the Startup Disk.



Click on the **Cancel** button to skip creating a startup disk.

Step-8

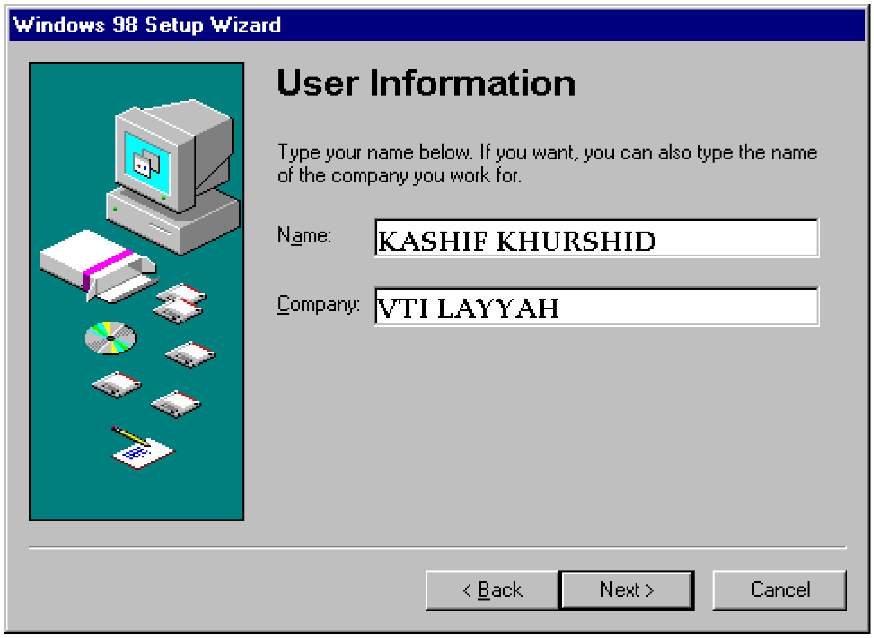
Click **OK,** and then click **Next** button, File copy process will be started.

After completing 100% file copy progress, click **OK** to restart your computer.

This time boot your computer form Hard disk.

Step-9

Windows 98 Setup will ask you to type your name and company name; this information must be entered for Setup to continue!



Step-10

Setup prompts you to **License Agreement**.



Select **I accept the Agreement** option and click **Next** button.

Setup prompts you to enter the **Product Key**.



Here enter the Product Key/CD Key which is normally printed on the back side of CD and on the CD cover and then click **Next** button.

Step-11

Click **Finish** to continue starting Windows 98

Step-12

Computer will restart. At this time boot you computer without CD ROM. After restarting adjust the date and time of your computer and click **OK.**

Computer will restart once again and finally and following **Welcome to Windows 98** dialog box will appear on the screen as shown below.



INSTALLING MS WINDOWS 2000 (Professional)

System Requirements:

133 MHz or higher Pentium-compatible CPU.

64 megabytes (MB) of RAM recommended minimum; more memory generally improves responsiveness [4 gigabytes (GB) RAM maximum.]

2 GB hard disk with a minimum of 650 MB of free space. (Additional free hard disk space is required if you are installing over a network.)

Windows 2000 Professional supports single and dual CPU systems.

Installing Windows:

Step-1

Suppose you have successfully installed MS Windows 98 and now you want to upgrade your operating system with MS Windows 2000 Professional.
Insert MS Windows 2000 Professional CD in the CD Drive the following dialog box will appear.

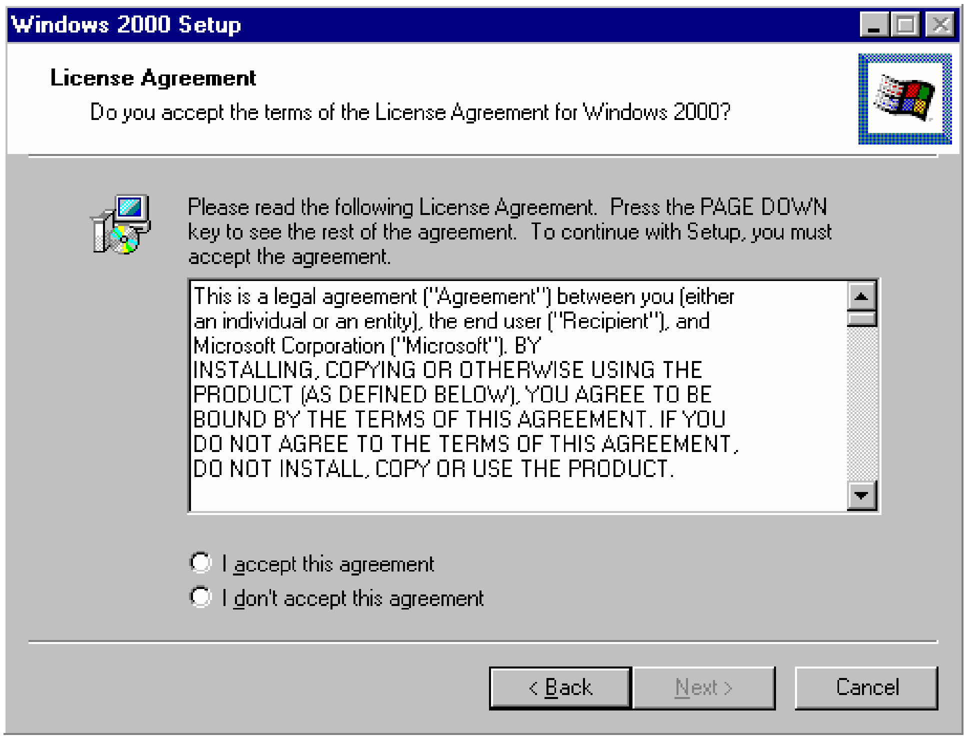


Click on **Yes** button to start the upgrading windows process.
Select the **Upgrade to Windows 2000 (Recommended)** Option and click on **Next** button as shown below.

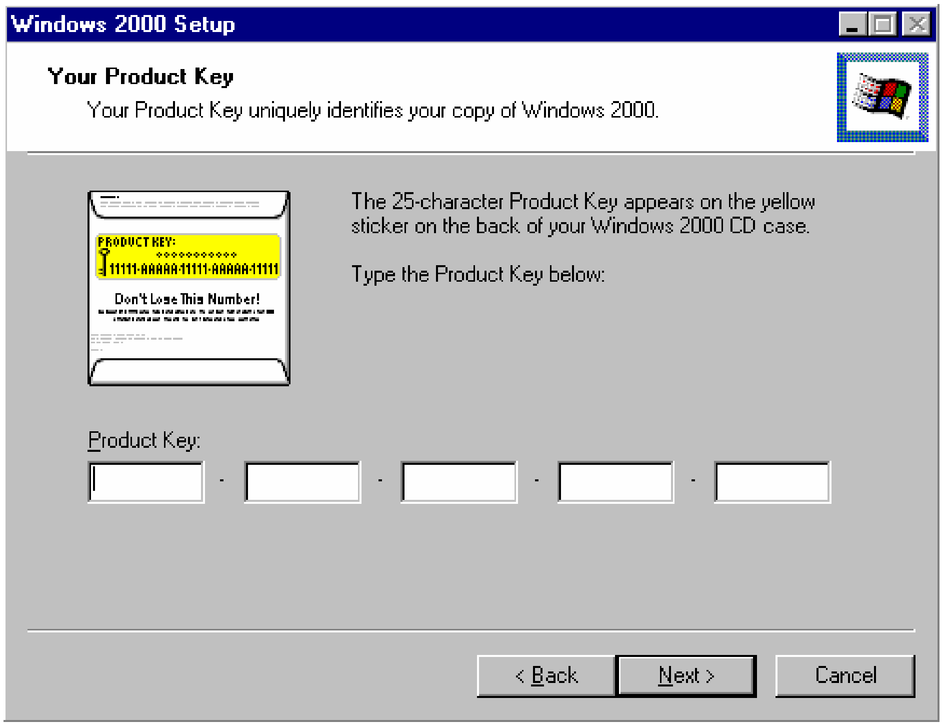


Step-2

Setup prompts you to **License Agreement**.



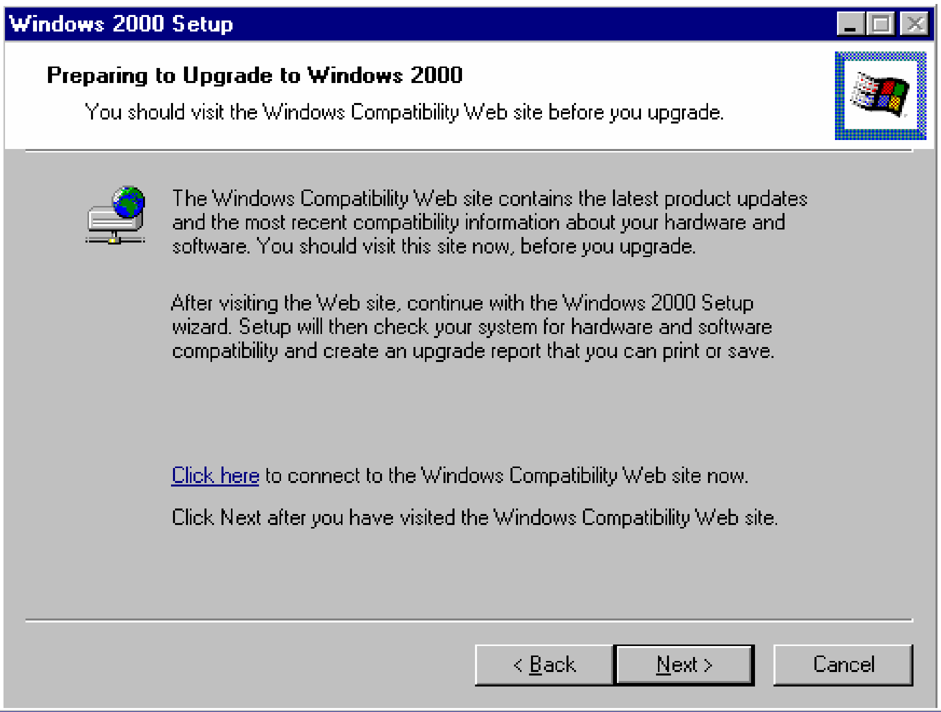
Select **I accept the Agreement** option and click **Next** button.
Setup prompts you to enter the **Product Key**.

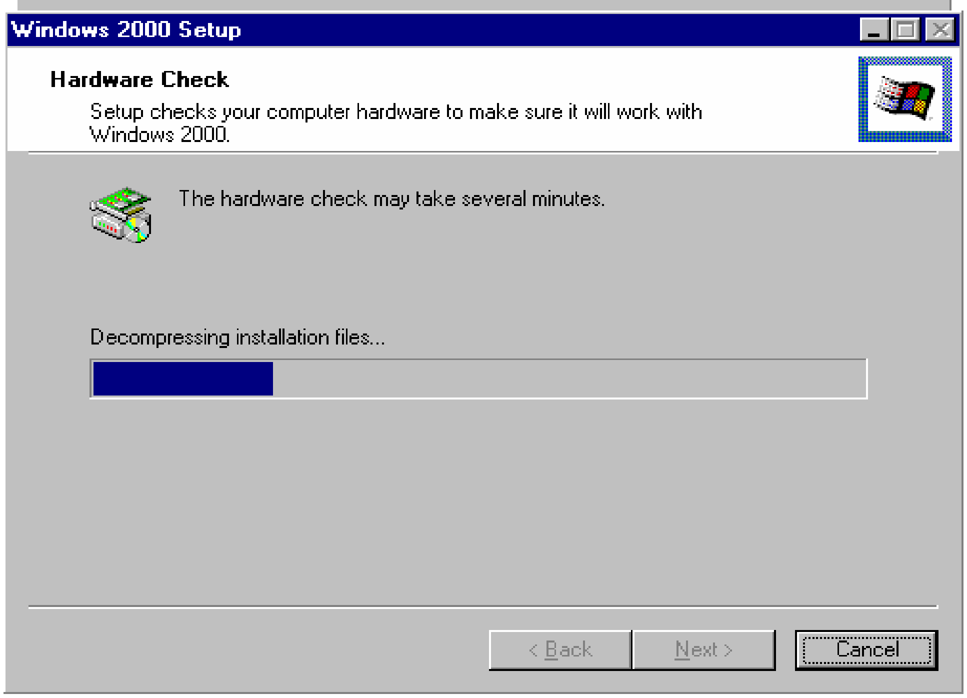


Here enter the Product Key/CD Key which is normally printed on the back side of CD and on the CD cover and then click **Next** button.

Step-3

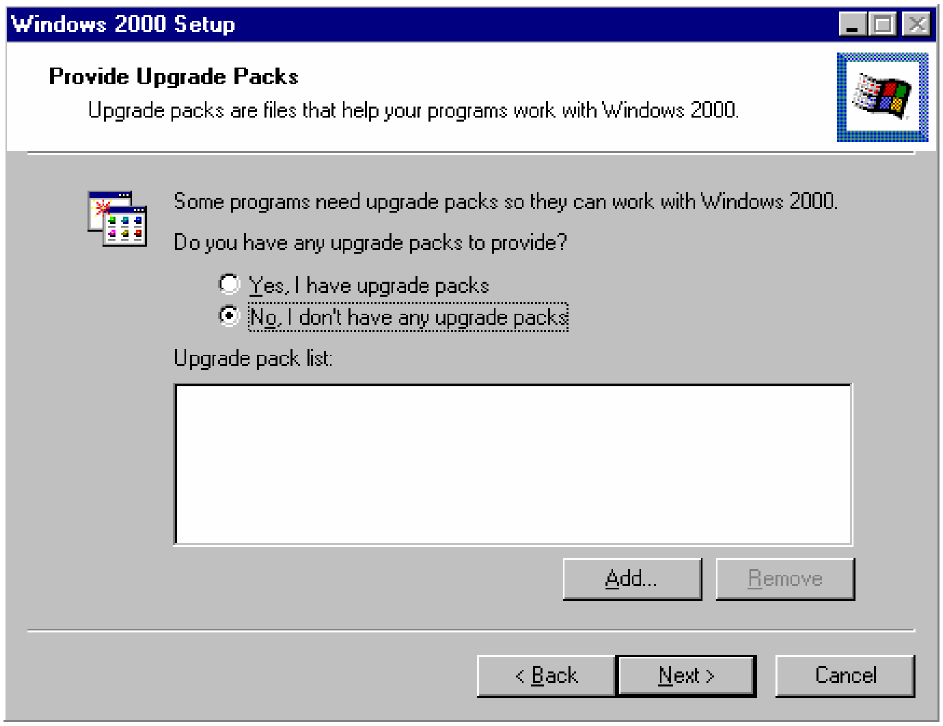
Preparing to Upgrade to Windows 2000 dialog box will appear, click **Next** to continue.





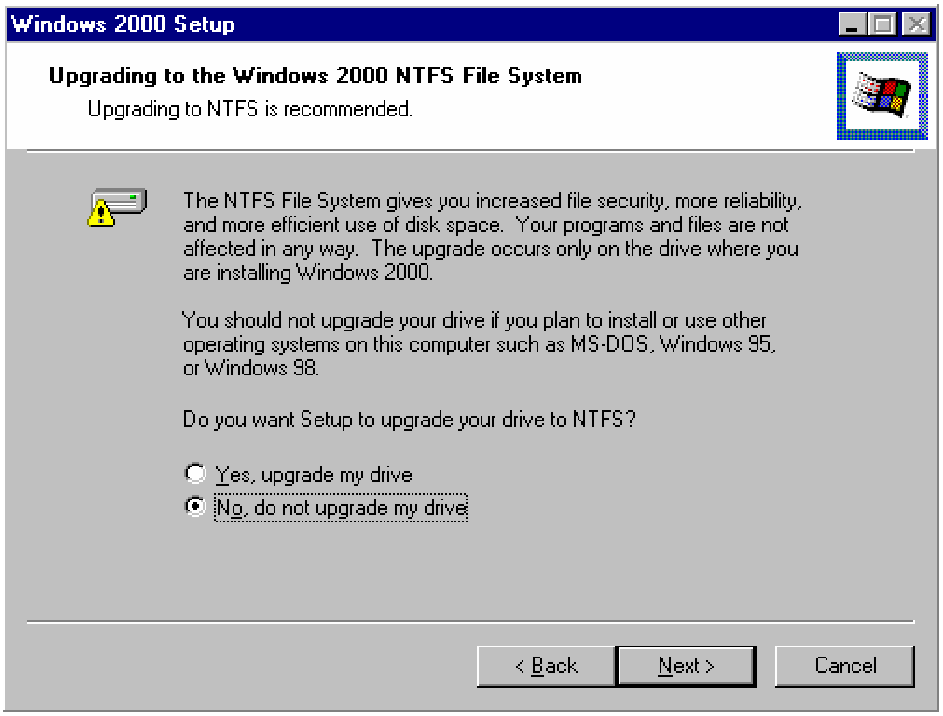
Step-4

Provide Upgrade Packs dialog box will appear, Some programs need upgrade packs so they can work with Windows 2000, they can be installed latter after completing the installation of windows at the time of there need. Select **No, I don't have any upgrade packs** option and click on **Next.**

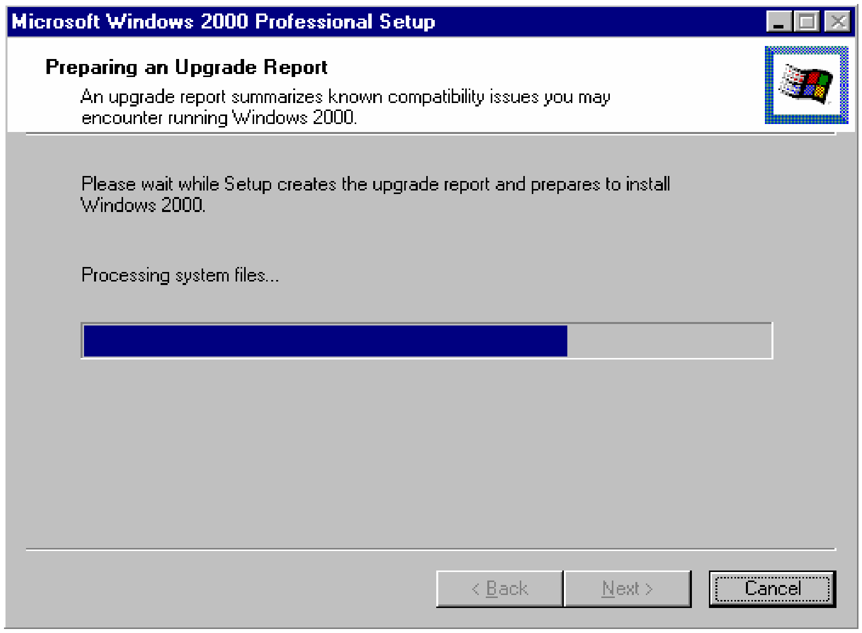

Windows 2000 Setup
Provide Upgrade Packs
Upgrade packs are files that help your programs work with Windows 2000.
Some programs need upgrade packs so they can work with Windows 2000.
Do you have any upgrade packs to provide?
Yes, I have upgrade packs
No, I don't have any upgrade packs
Upgrade pack list:
Add...
Remove
< Back
Next >
Cancel

Step-5

Upgrading to the Windows 2000 NTFS File System dialog box will appear. Select **No, do not upgrade my drive** option and click **Next** button

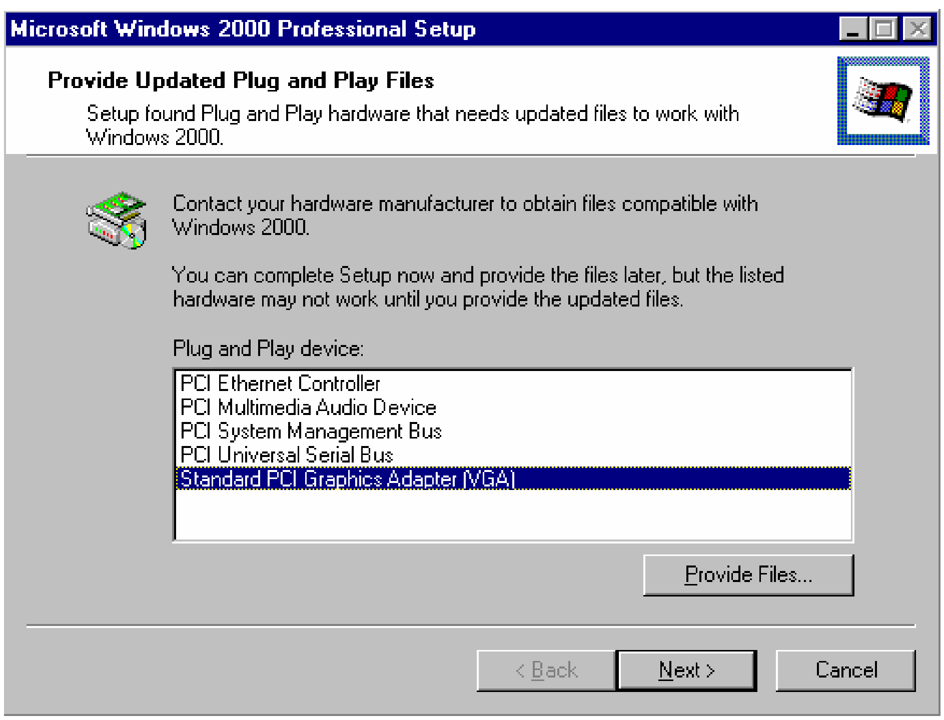


At this time we are not upgrading our drive to NTFS however this drive can be converted from FAT 32 to NTFS after completing the MS Windows 2000 installation by a command "***convert c: /fs:ntfs***" where 'c' is the Drive C:.



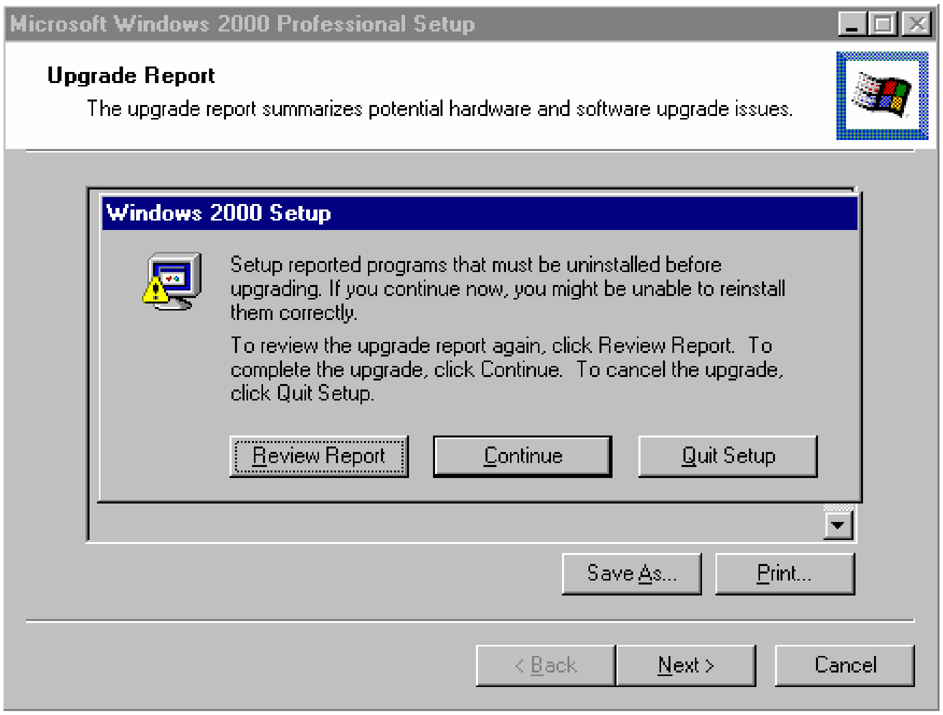
Step-6

We can provide drivers of the devices attached to the computer at this time but we will install them later, click **Next** to continue



Step-7

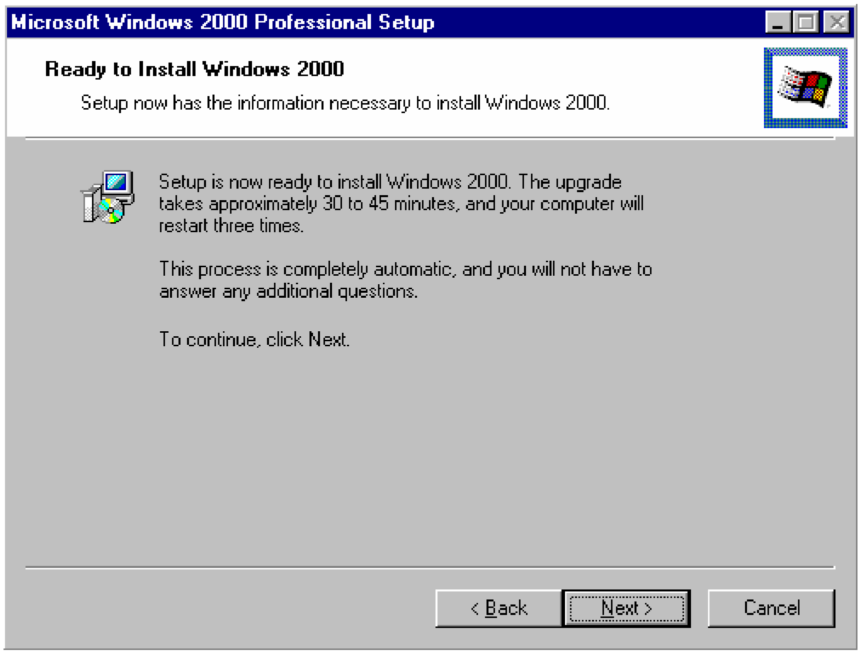
Click on **Next** button, the **Upgrade Report** dialog box will appear as shows below.



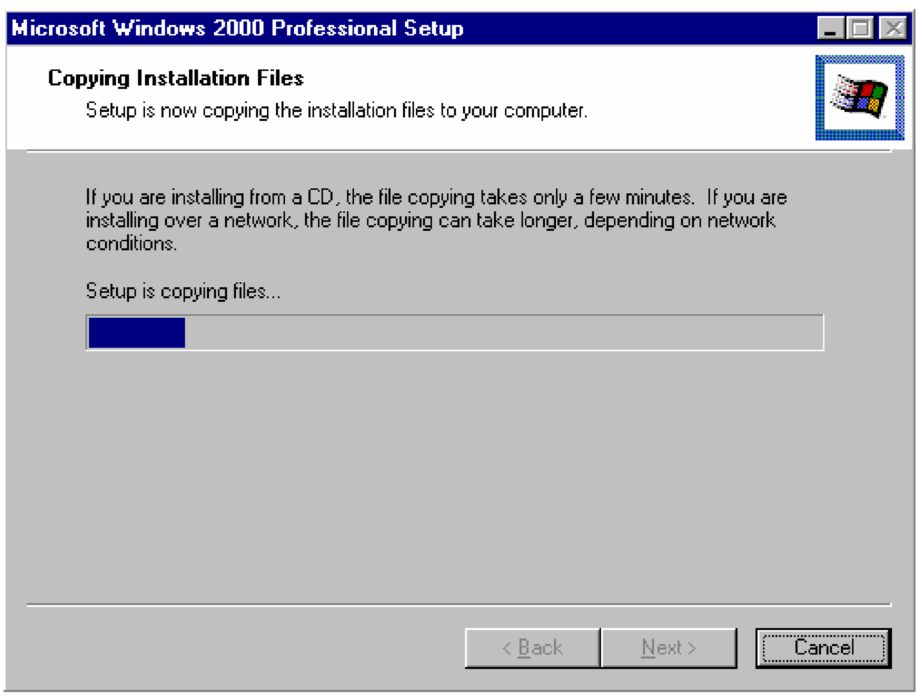
Click on **Continue** button.

Step-8

Ready to Install Windows 2000 dialog box will appear, click on **Next** button to start Copying Installation Files process.



System will restart after completing the Copying Installation Files Process.
The Windows 2000 Professional Setup will copy different files on the disk, this process takes several minutes to complete.



System will restart for the 2nd time and complete the following processes

- ✓ **Installing Devices** process.
- ✓ **Networking Settings** process.
- ✓ **Installing Components** process
- ✓ **Performing Final Tasks**

Computer will restart for the 3rd time; **Password Creation** dialog box will be displayed. Enter the Password (for example xyz) for Administrator account, Enter password second time to confirm password and click **OK** button**.**

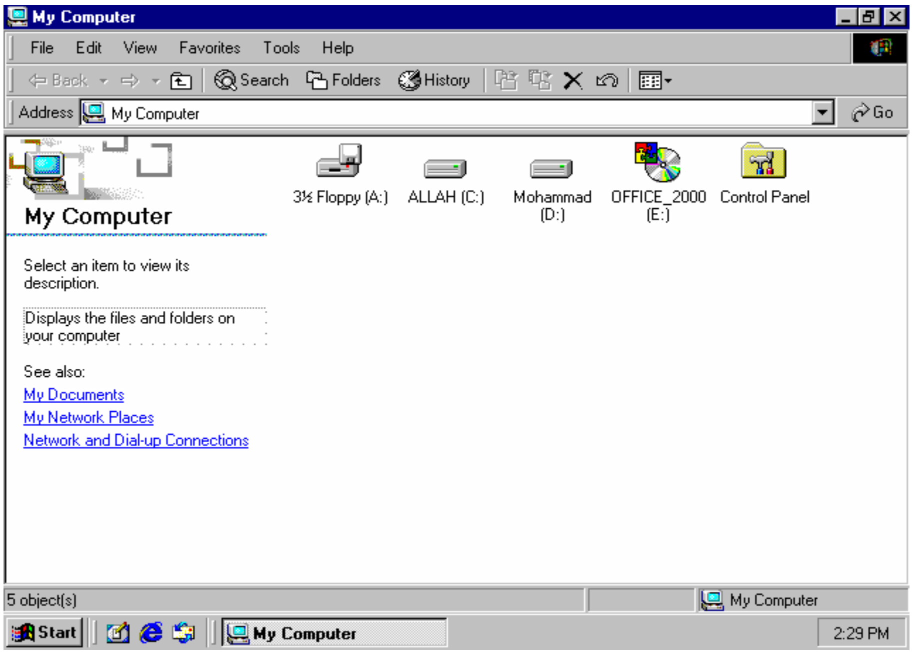
Log on to Windows dialog box will appear, type username as *'Administrator'* and Password as *'xyz'* and click **OK** button**.** After verifying User name and Password you will be logon and **Getting Started with Windows 2000** dialog box will appear on the screen as shown below.



INSTALLING MS OFFICE 2000

Step-1

Insert MS Office 2000 CD into CD drive.

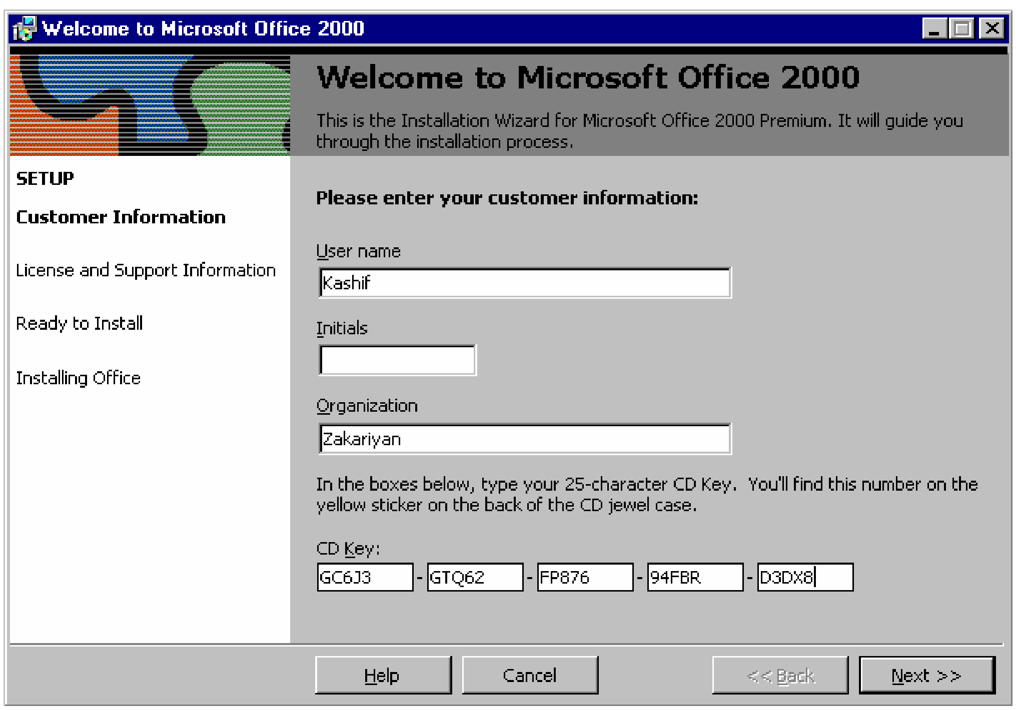


Step-2

Click on CD Drive to start installation process, **Welcome to Microsoft Office 2000** dialog box will be displayed.

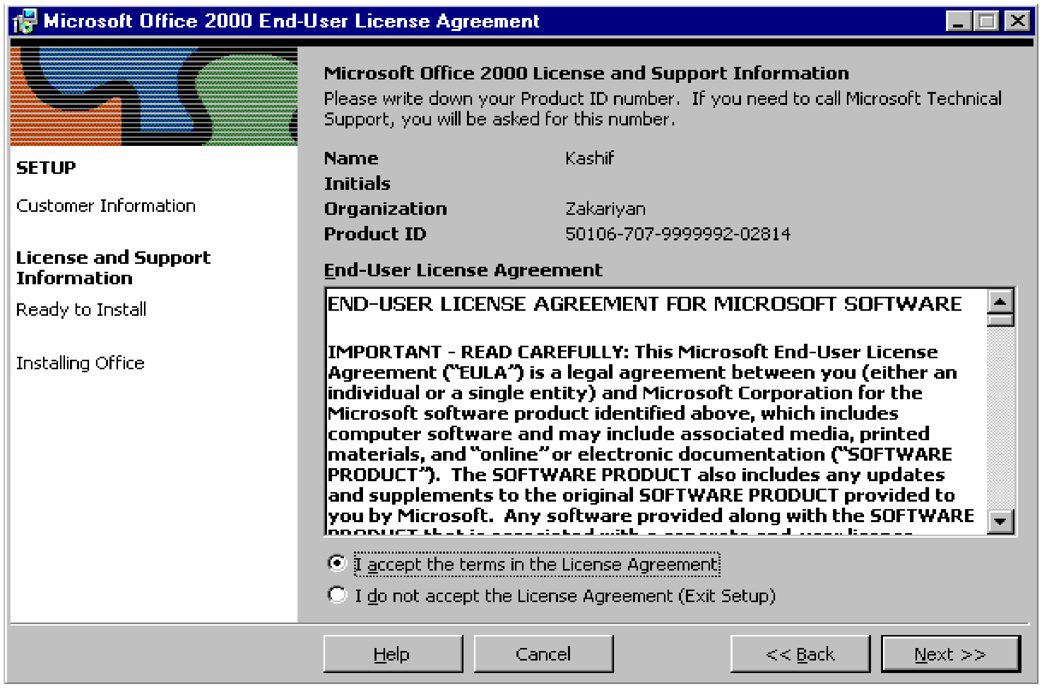


Type *User name*, *Organization* and the *CD Key* and click on **Next** button as shown in below



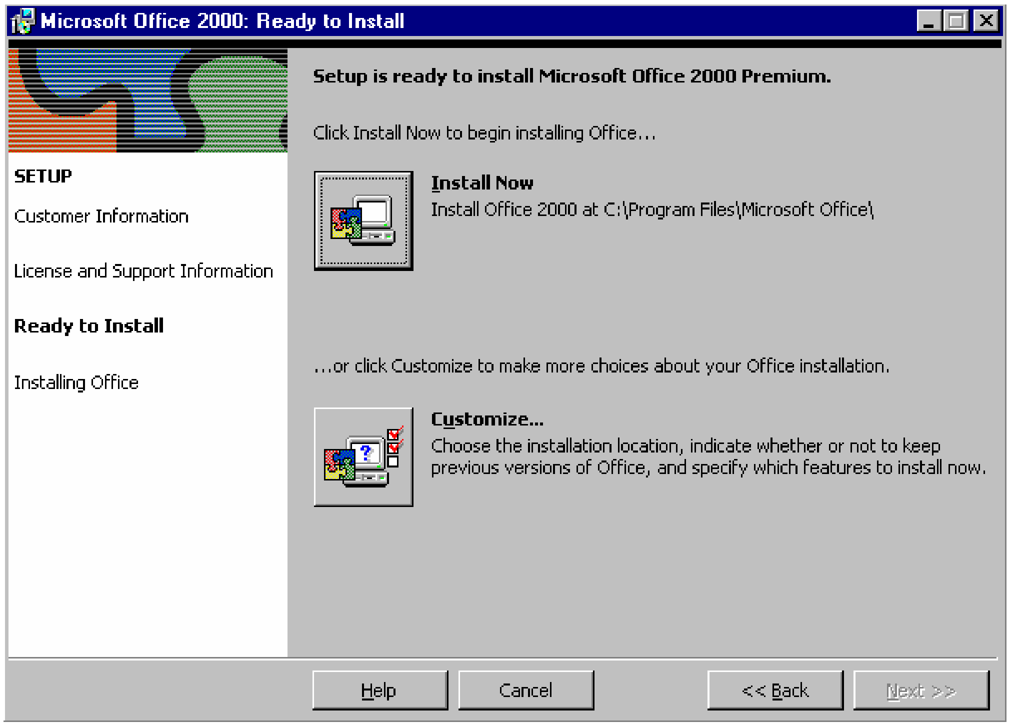
Step-3

Click on **I accept the terms in the License Agreement** and click on **Next**



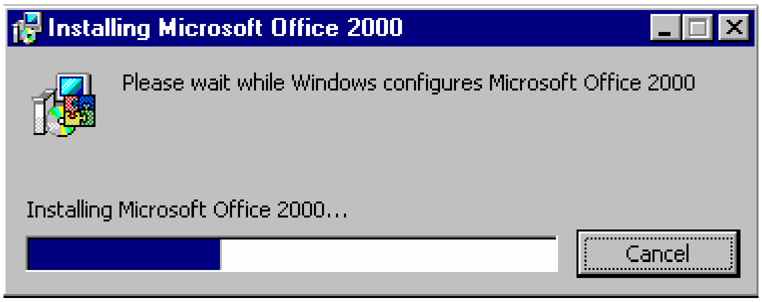
Step-4

Click on icon **Install Now** for typical installation in drive C:
Typical installation includes MS Access, MS Excel, MS Front Page, MS Outlook, MS PowerPoint and MS Word.

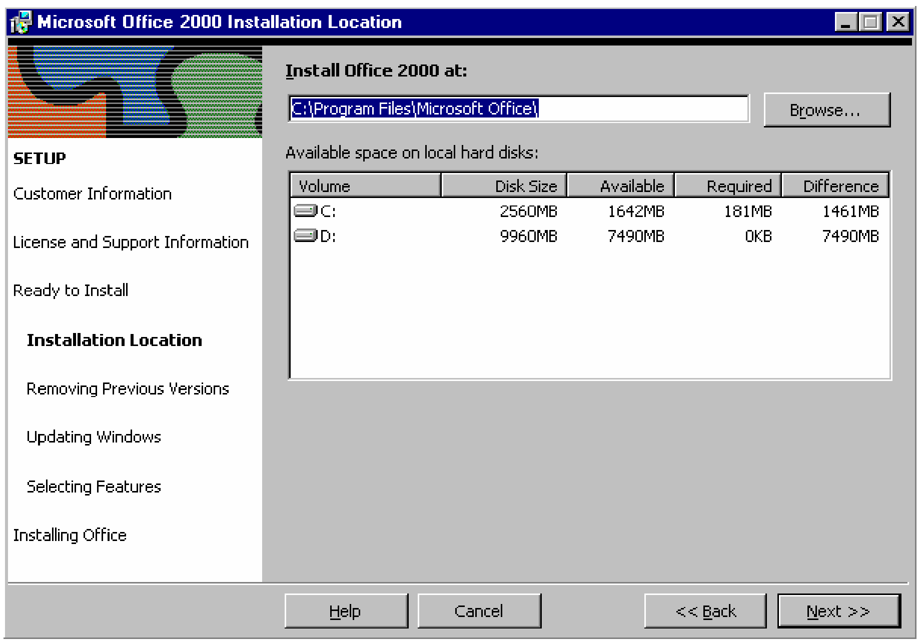


Installing Microsoft Office 2000 dialog box will be displayed

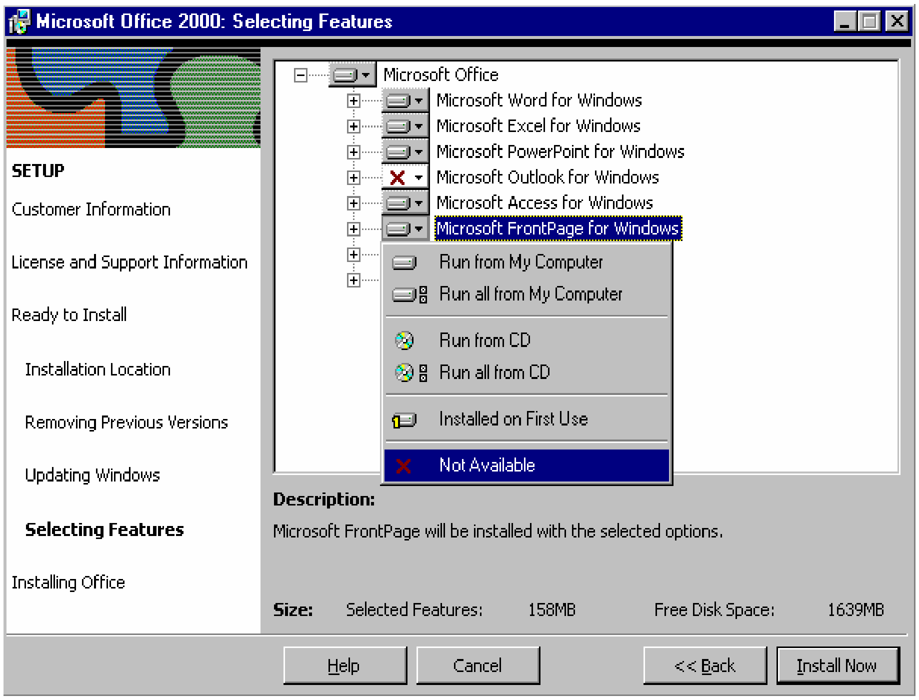




By clicking on **Customize** icon, we can choose installation location for MS Office 2000.
Click on **Next.**



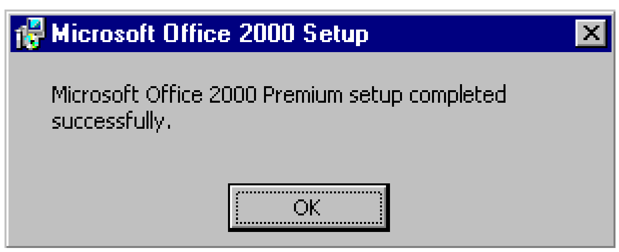
Here we can specify the features which we want to install.
Click **Next**



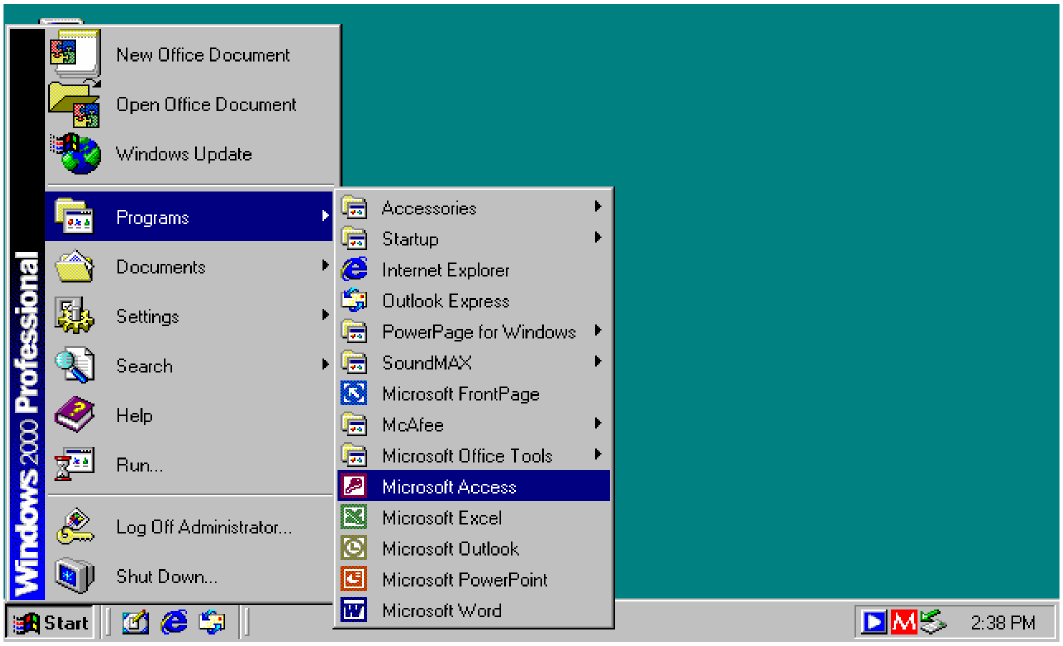
By exclude some MS Office features which are not needed, we can save memory space.
Click **Install Now** to install MS Office 2000

Step-5

Click on **OK** to finish installation process.



MS Office is installed successfully and we can open any feature of MS Office form **Start-> Programs->** as shown.


New Office Document
Open Office Document
Windows Update
Programs
Documents
Settings
Search
Help
Run...
Log Off Administrator...
Shut Down...
Windows 2000 Professional
Start
Accessories
Startup
Internet Explorer
Outlook Express
PowerPage for Windows
SoundMAX
Microsoft FrontPage
McAfee
Microsoft Office Tools
Microsoft Access
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Word
2:38 PM

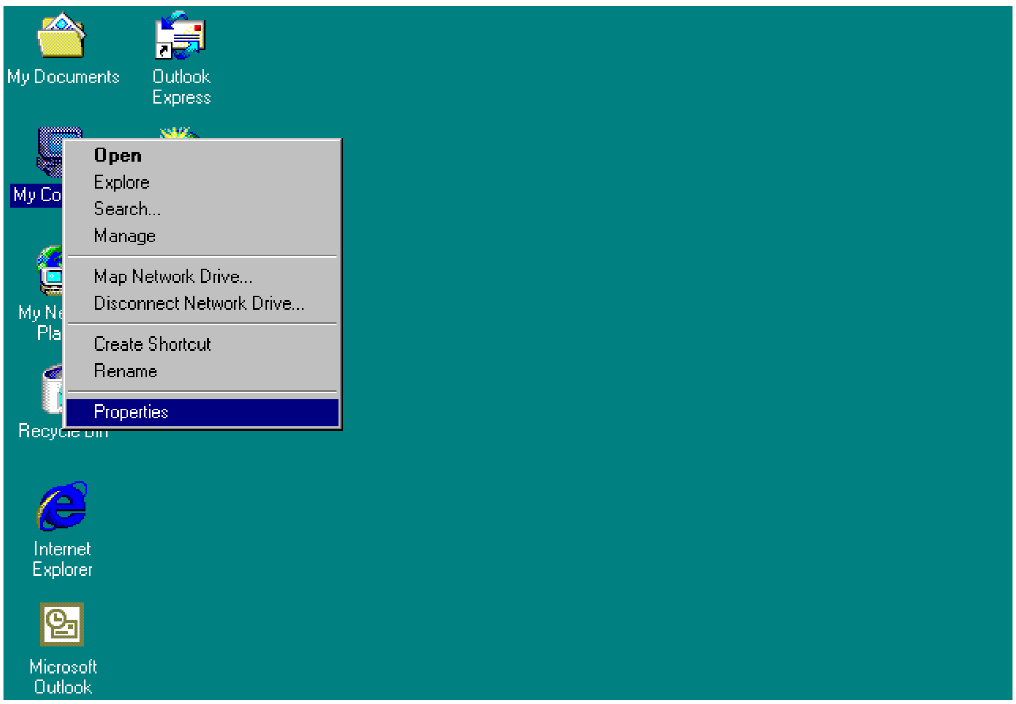
INSTALLING DRIVERS FOR BUILT-IN DEVICES

Installing Built-in Sound / VGA & Ethernet Cards:

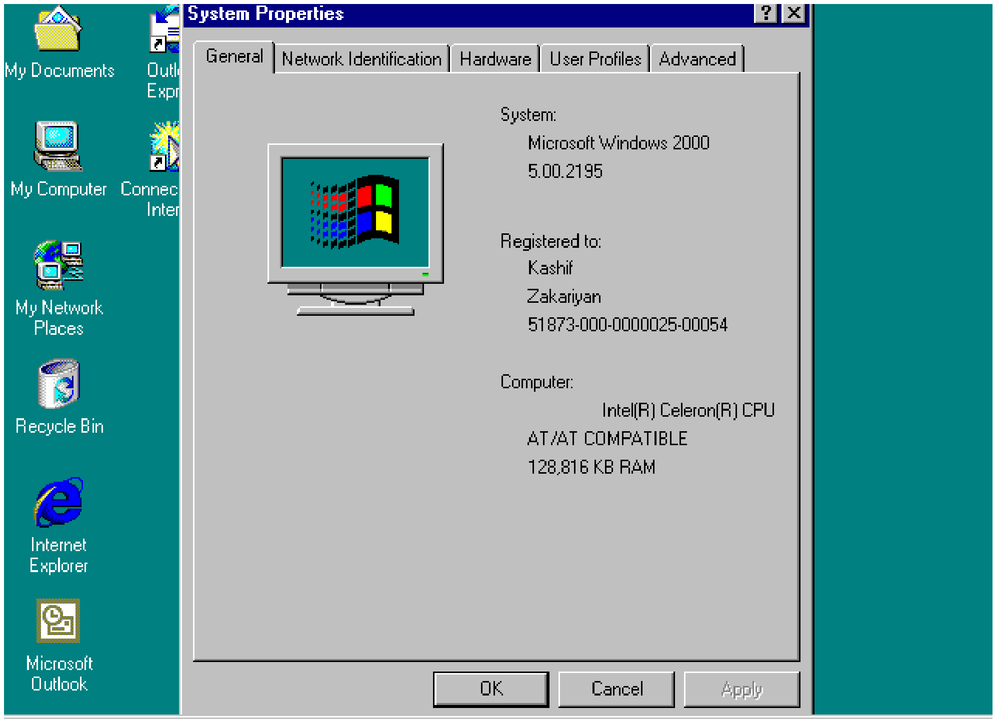
Latest operating systems (for example MS Windows XP 2005) have most of the drivers in there database, and so, there is no need to install drivers software for that hardware if manufacturing of hardware is prior than Operating System Version..
However there is need to install driver software for that hardware that comes after the Windows version. We can check which driver is not installed while installing the windows as…

Step-1

Right click on **My Computer**, click on **Properties**

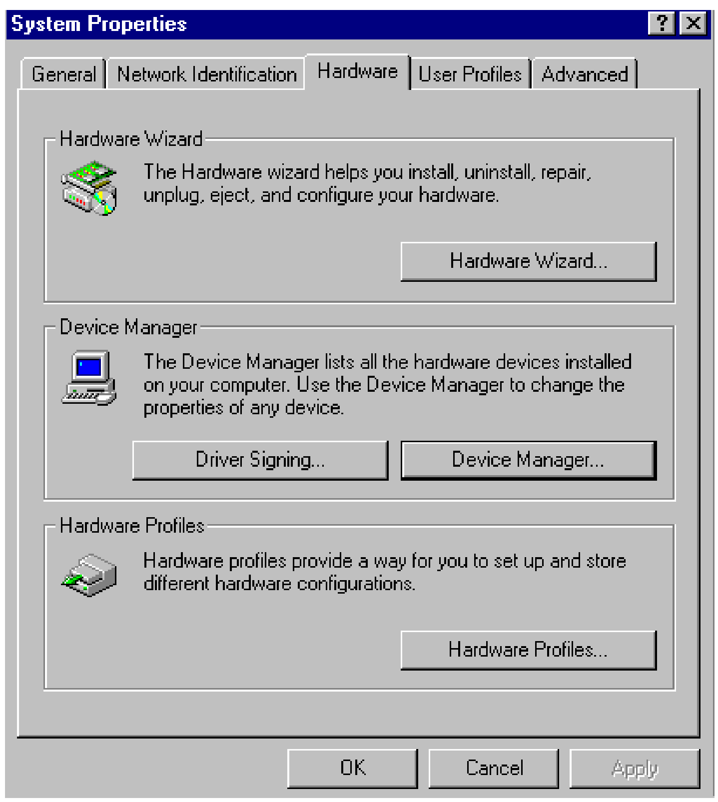


System properties dialog box will be displayed as shown below

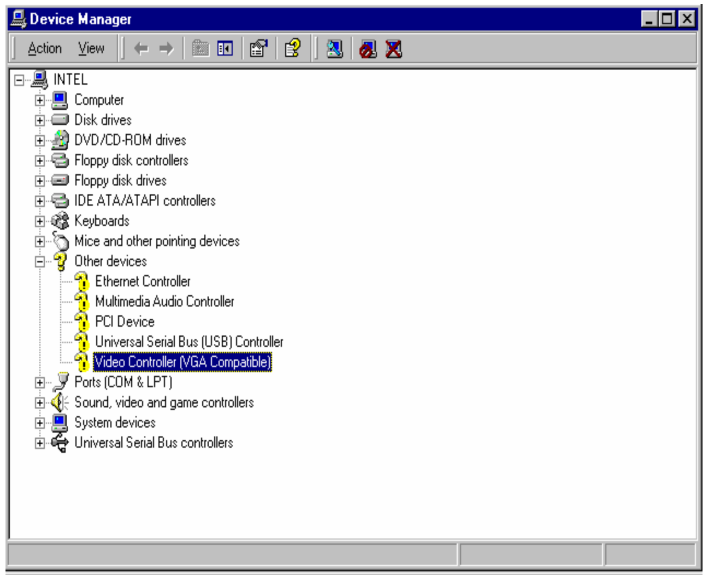


Step-2

Click on **Hardware** and then **Device Manager…**

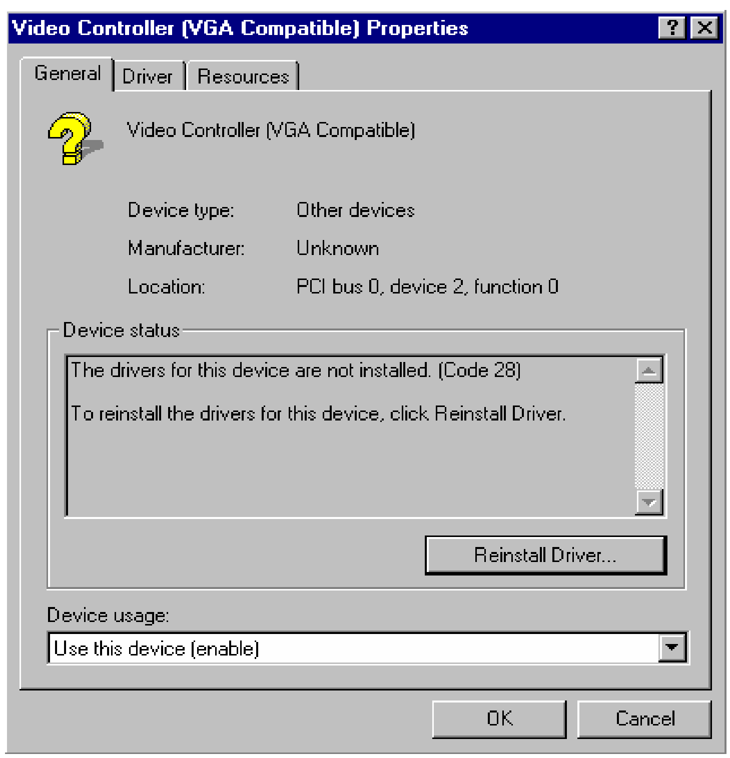


List of all devices which are not installed will be marked by yellow question marks as shown below



Step-3

Double-Click on **Video Controller (VGA Compatible)**, Properties dialog box will be displayed as shown below.



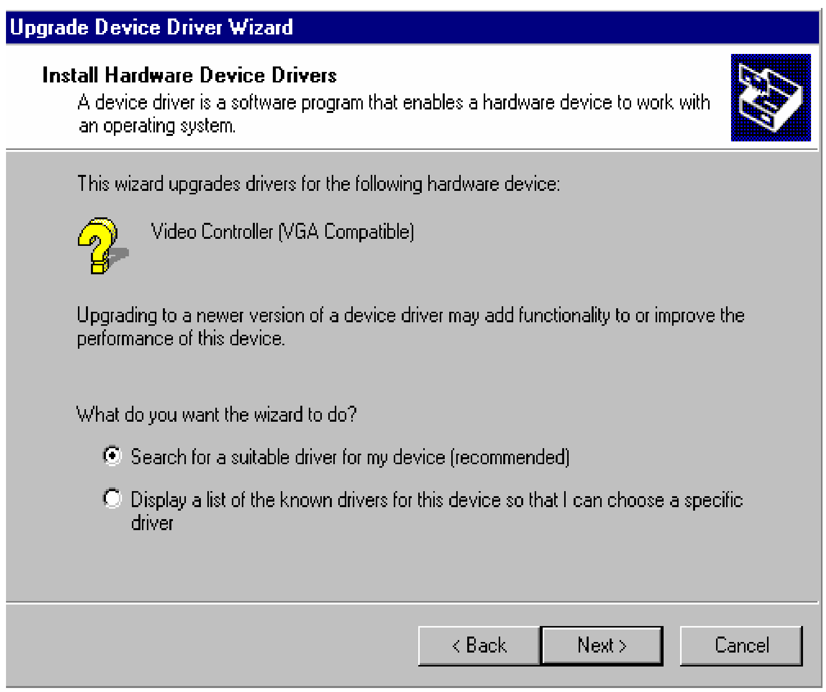
Step-4

Click on **Reinstall Driver…, Welcome to the Upgrade Device Driver Wizard** will be displayed, click on **Next** to proceed.



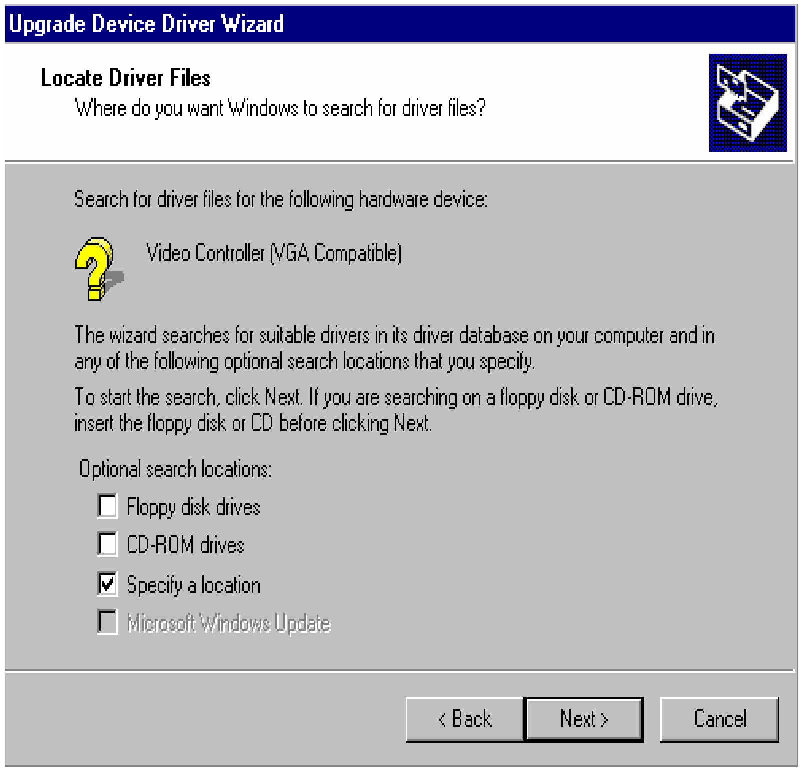
Step-5

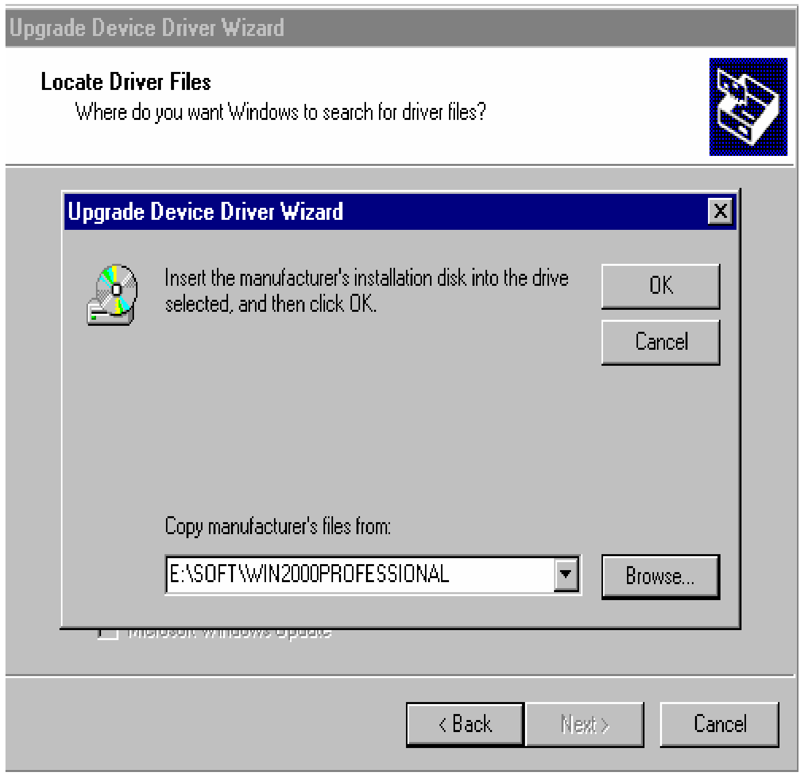
Install Hardware Device Drivers dialog box will be displayed. Select the first option as shown below and click on **Next.**

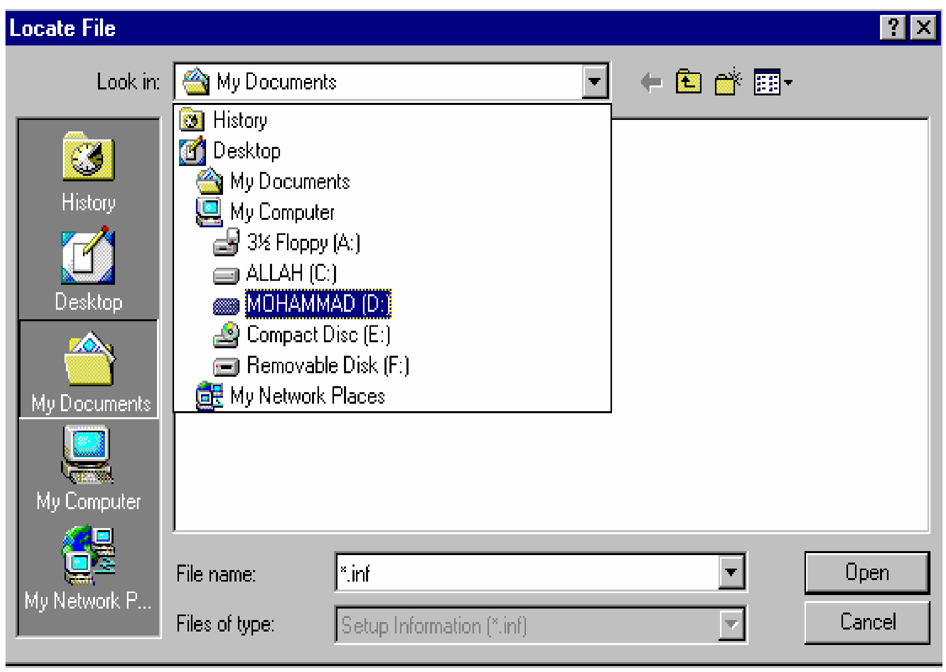


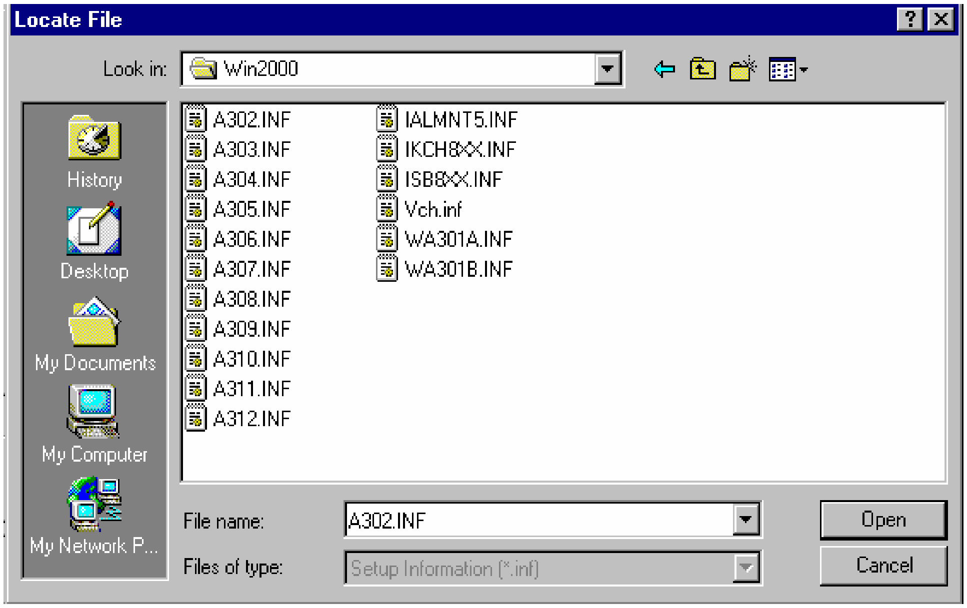
Step-6

Locate Driver Files dialog box will be displayed. Specify the location for driver and click on **Next.**



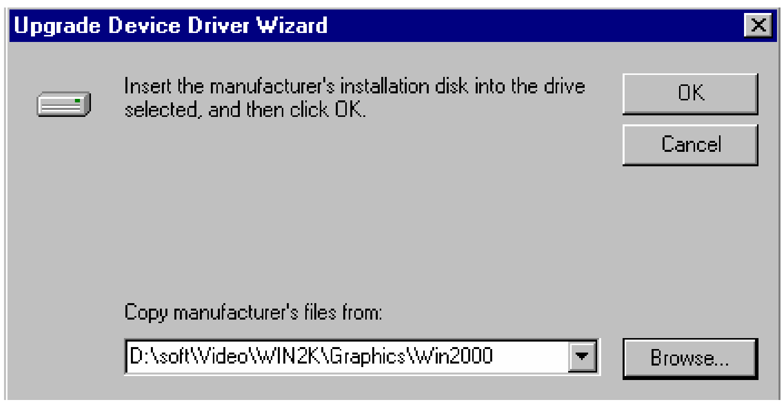

Upgrade Device Driver Wizard
Locate Driver Files
Where do you want Windows to search for driver files?
Upgrade Device Driver Wizard
Insert the manufacturer's installation disk into the drive selected, and then click OK.
OK
Cancel
Copy manufacturer's files from:
E:\SOFT\WIN2000PROFESSIONAL
Browse...
< Back
Next >
Cancel


Locate File
Look in:
My Documents
History
Desktop
My Documents
My Computer
3½ Floppy (A:)
ALLAH (C:)
MOHAMMAD (D:)
Compact Disc (E:)
Removable Disk (F:)
My Network Places
History
Desktop
My Documents
My Computer
My Network P...
File name:
*.inf
Files of type:
Setup Information (*.inf)
Open
Cancel



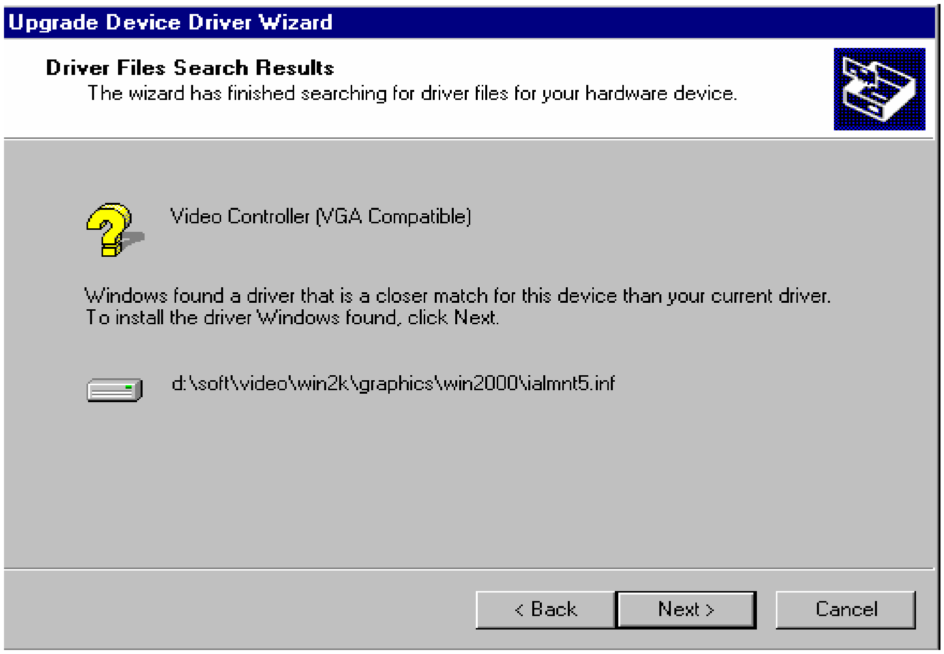
Step-7

After specifying the driver location, click on **Open** and then **OK.**

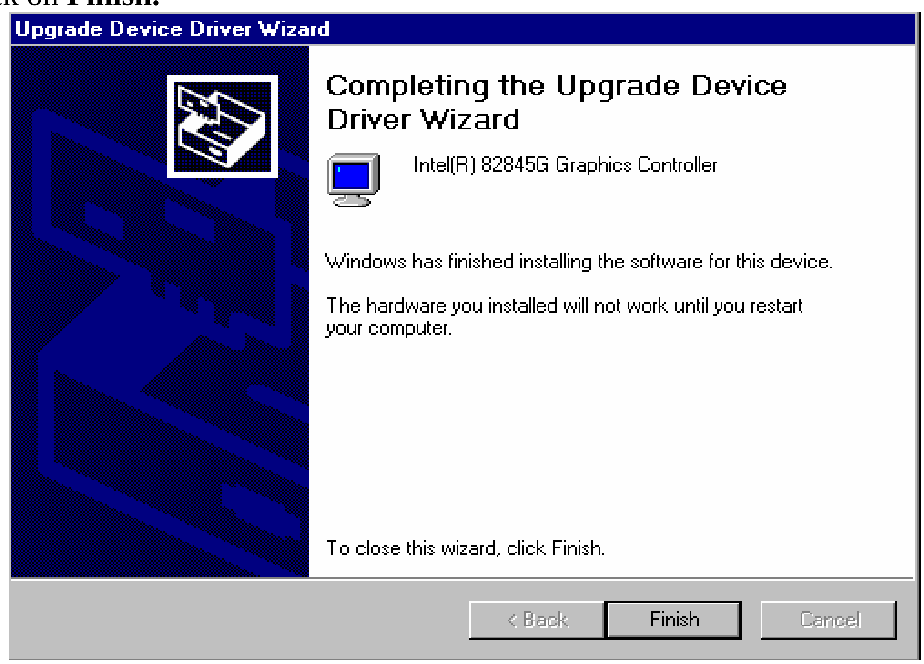


Step-8

Driver Files Search Results dialog box will be displayed. Click **Next** to install driver.



Click on **Finish.**

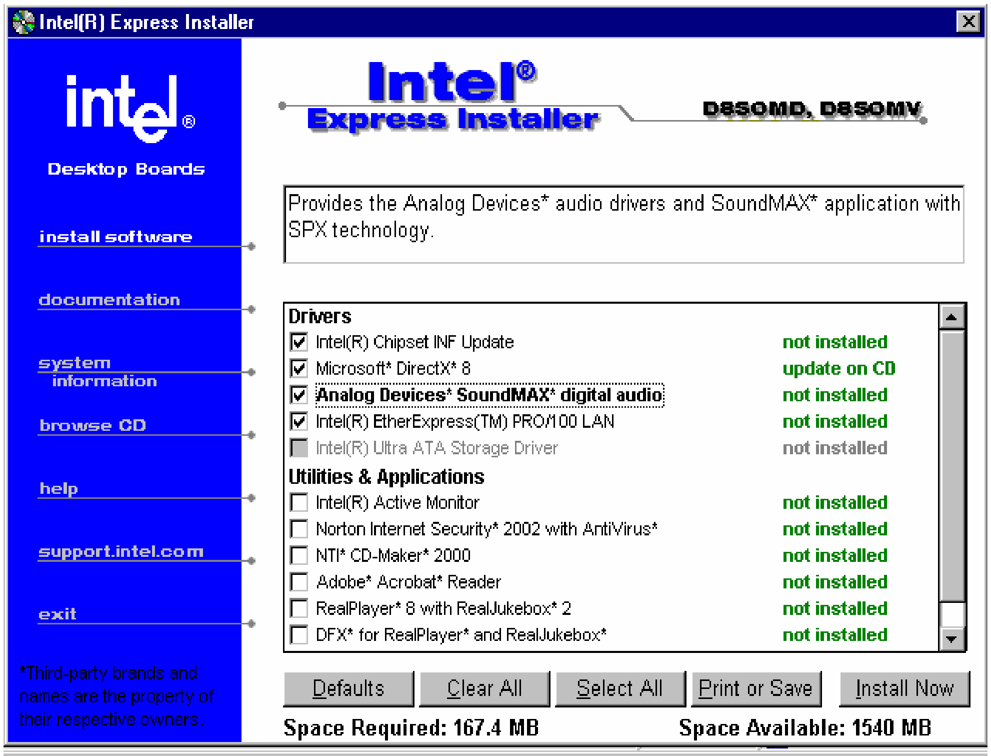


The system will restart and VGA driver installation process is completed successfully.

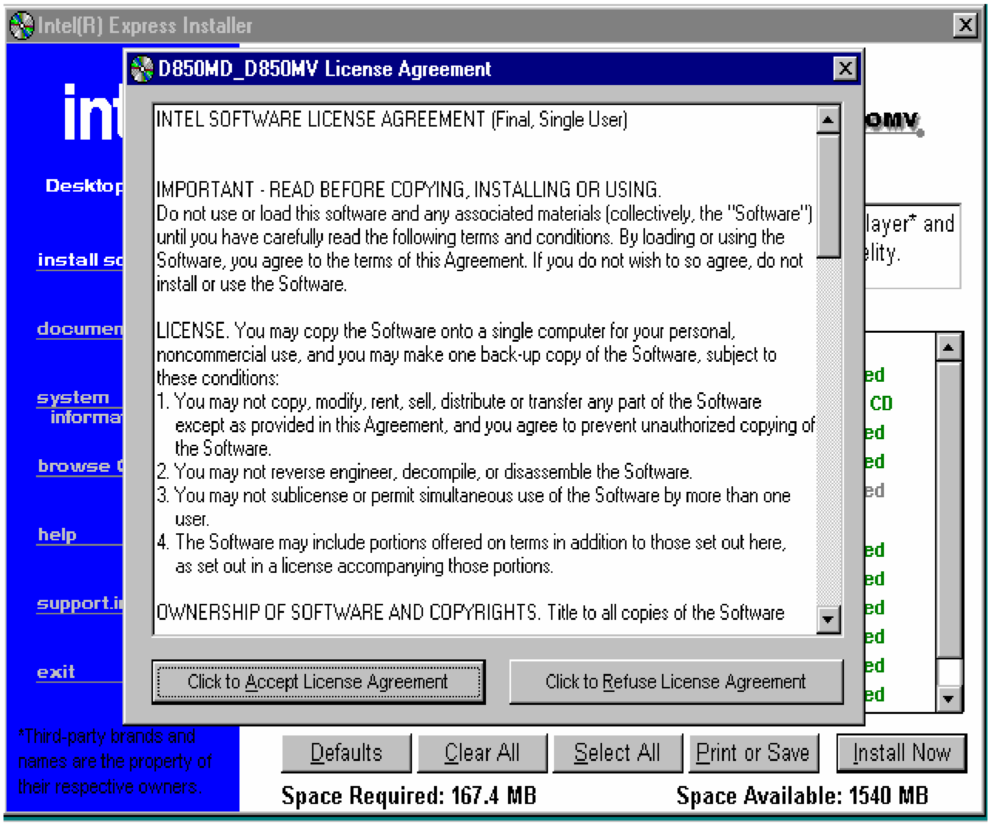
Most of the computers, now a days come with built-in Sound, VGA & LAN cards. We can install the drivers of sound card, VGA card etc. by the mother board CD.

Installing through Wizard.

Insert Mother board CD into CD Drive. All mother board CDs have auto run capability, and they start automatically ash shown below.

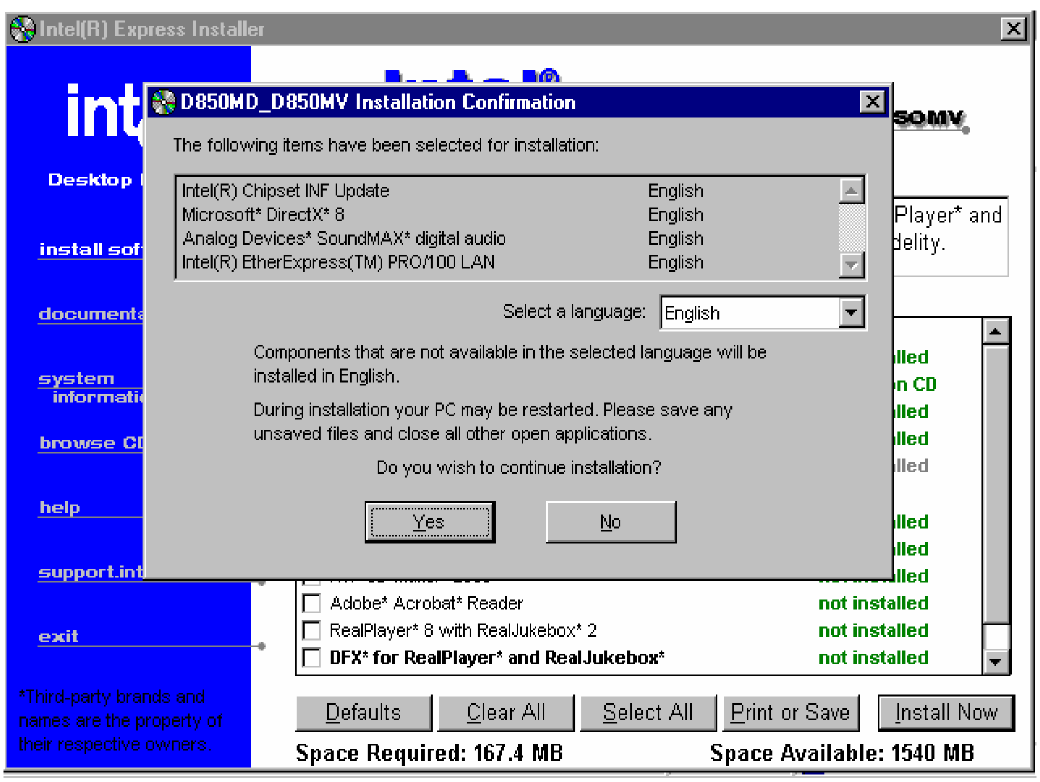


Select the software drivers that you want to install on the computer as shown below

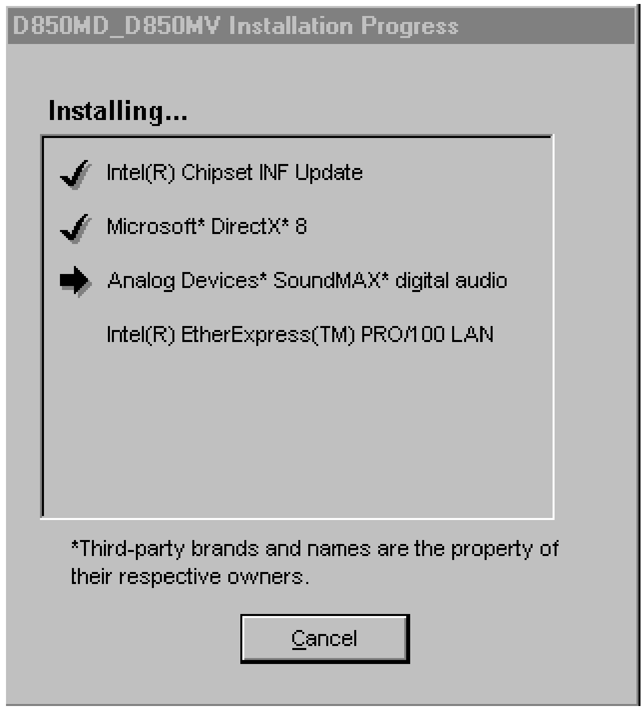


Click on Accept the license agreement

Select **English** language and click on **Yes.**



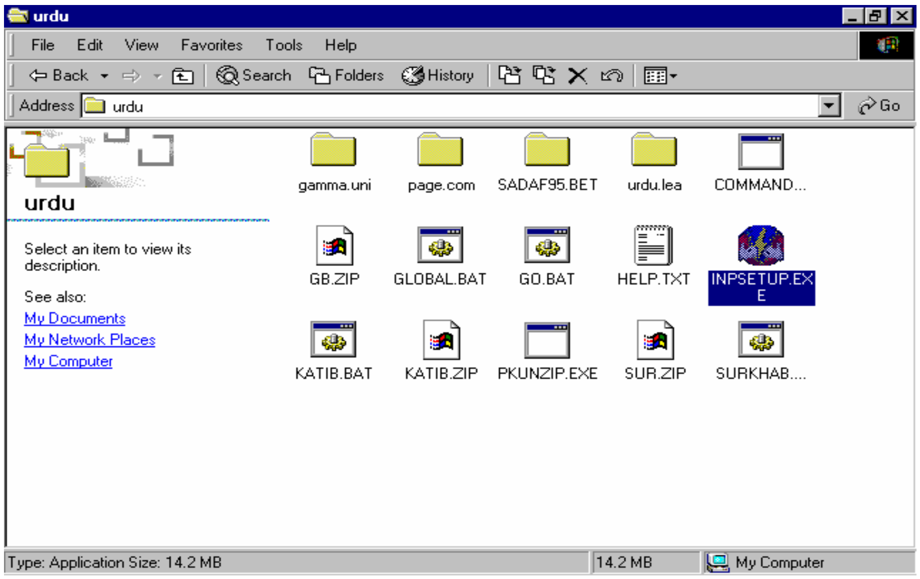
The installation will be started. Computer will restart 2 to 3 times depending upon the list of drivers you selected and install all drivers one by one.



INSTALLING INPAGE URDU

Step-1

Insert Inpage Urdu CD into CD drive and open the relevant software to install.



Step-2

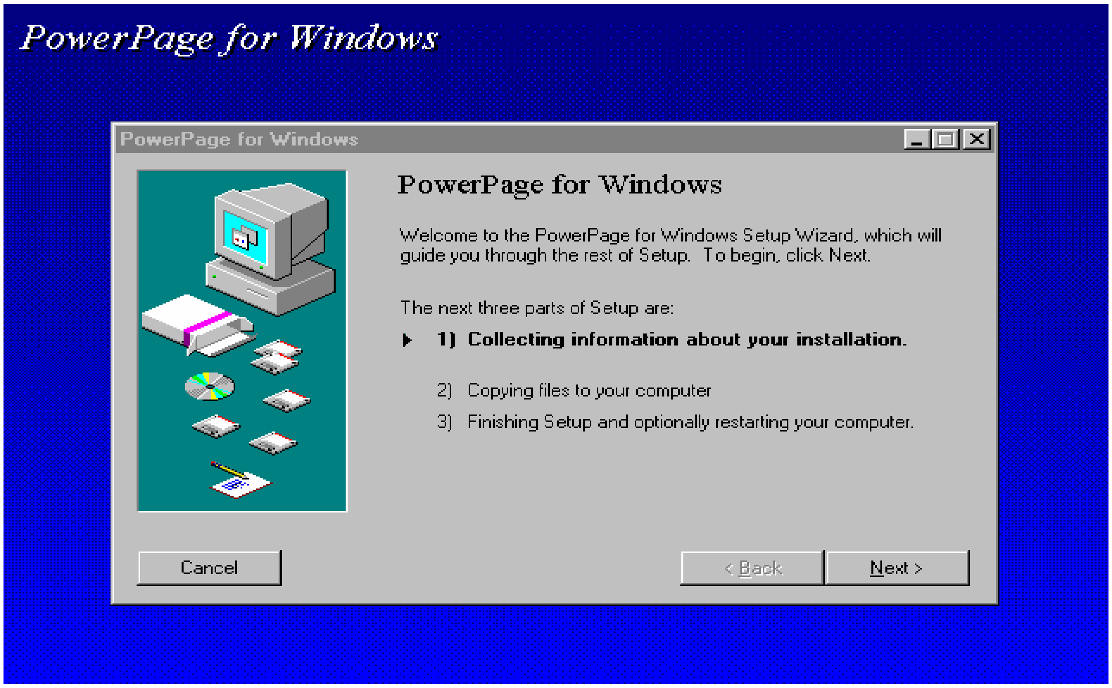
Double-Click on **INPSETUP.EXE** file, **WinZip Self-Extractor** dialog box will be displayed. Click on **Setup** button to start installation process.





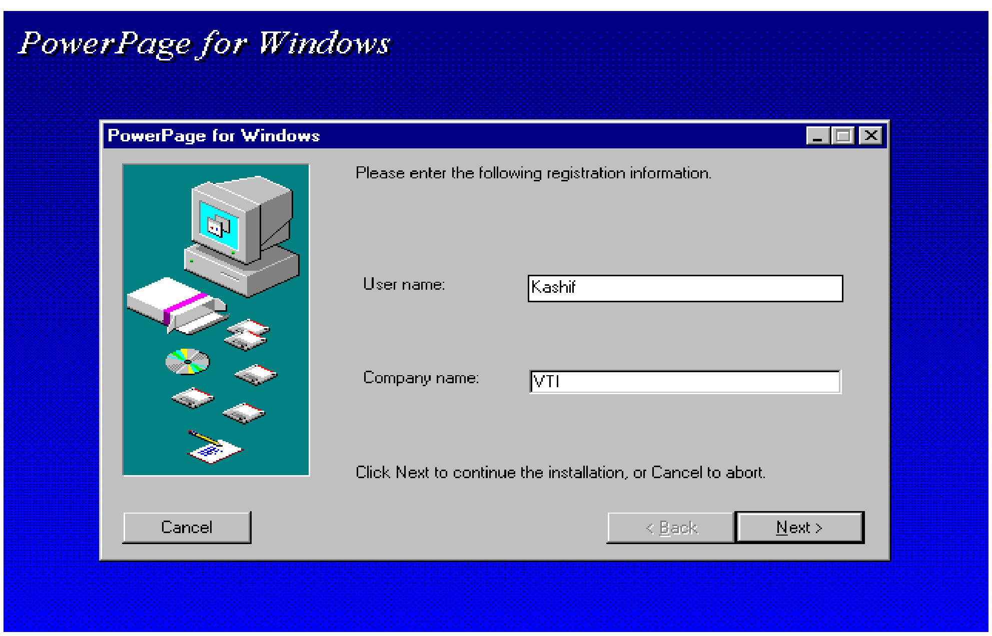
Step-3

PowerPage for Windows setup wizard will be started, click on **Next** to continue.



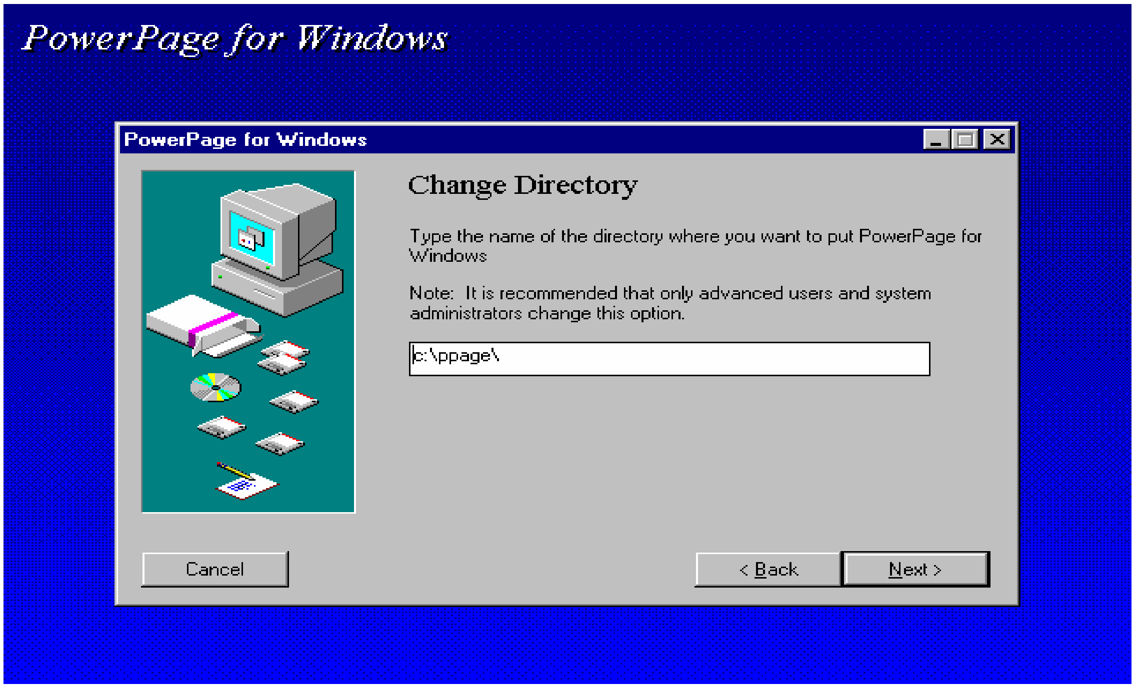
Step-4

Enter the **User name** and **Company name** for registration information. Click **Next** to continue.



Step-5

Change the directory path if you want to install Inpage software other than Drive C: and *ppage* directory, or click **Next** to continue.



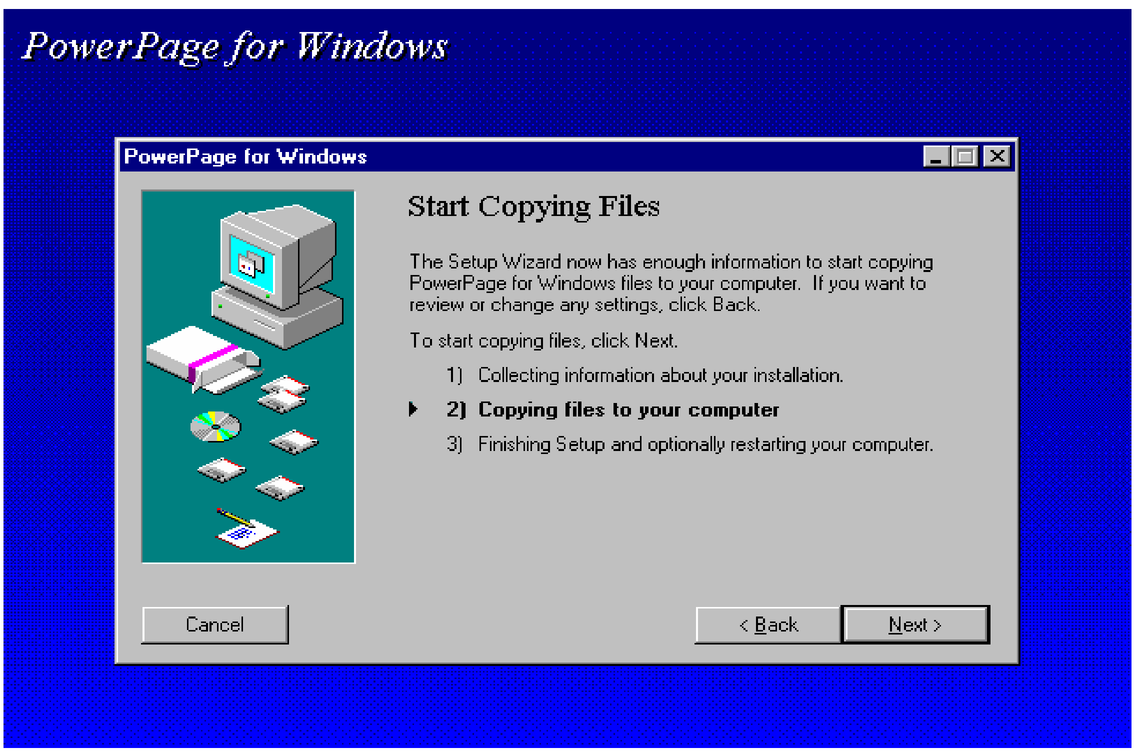
Step-6

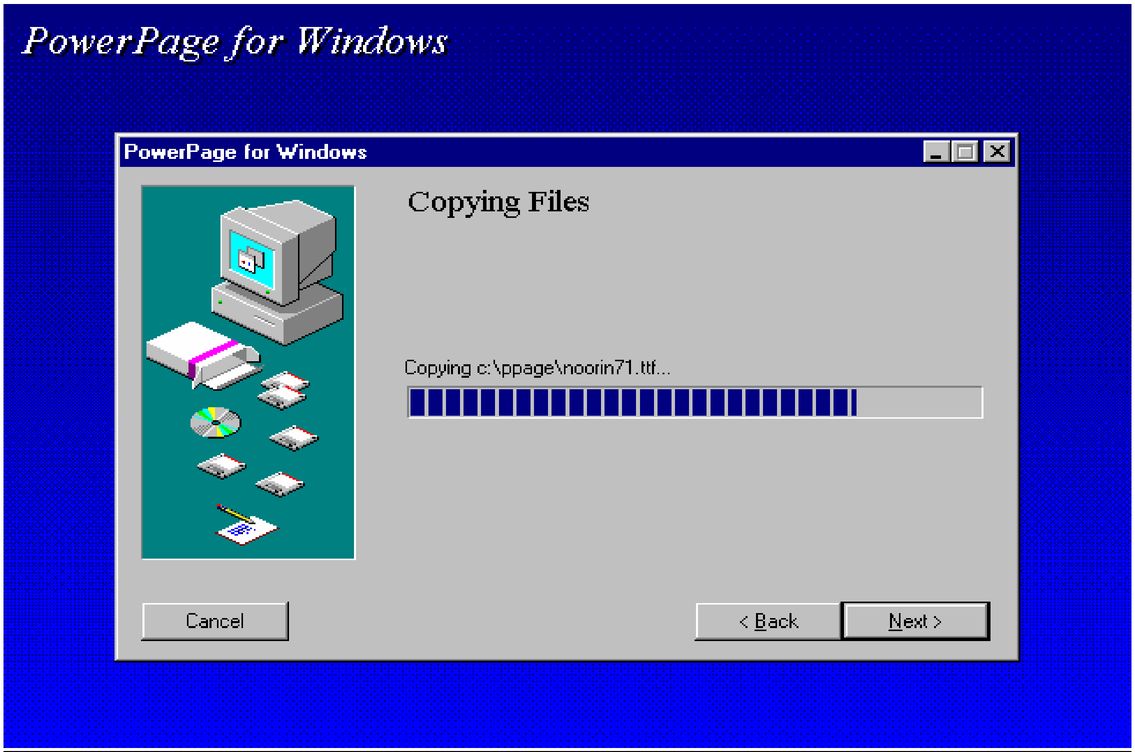
Create Shortcuts dialog will appear, select folder to place shortcut in Inpage file, or click **Next** to place shortcut in *Programs* and continue the installation process.



Step-7

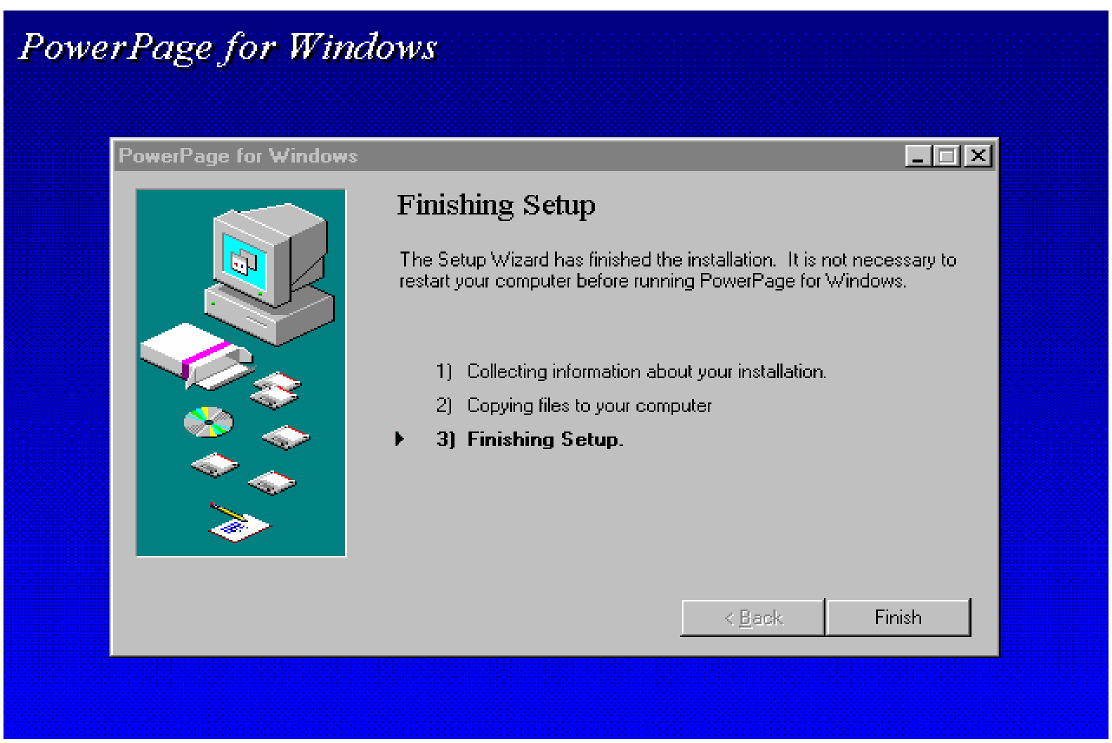
Start Copying Files dialog box will be displayed, click **Next** to start copying files process.



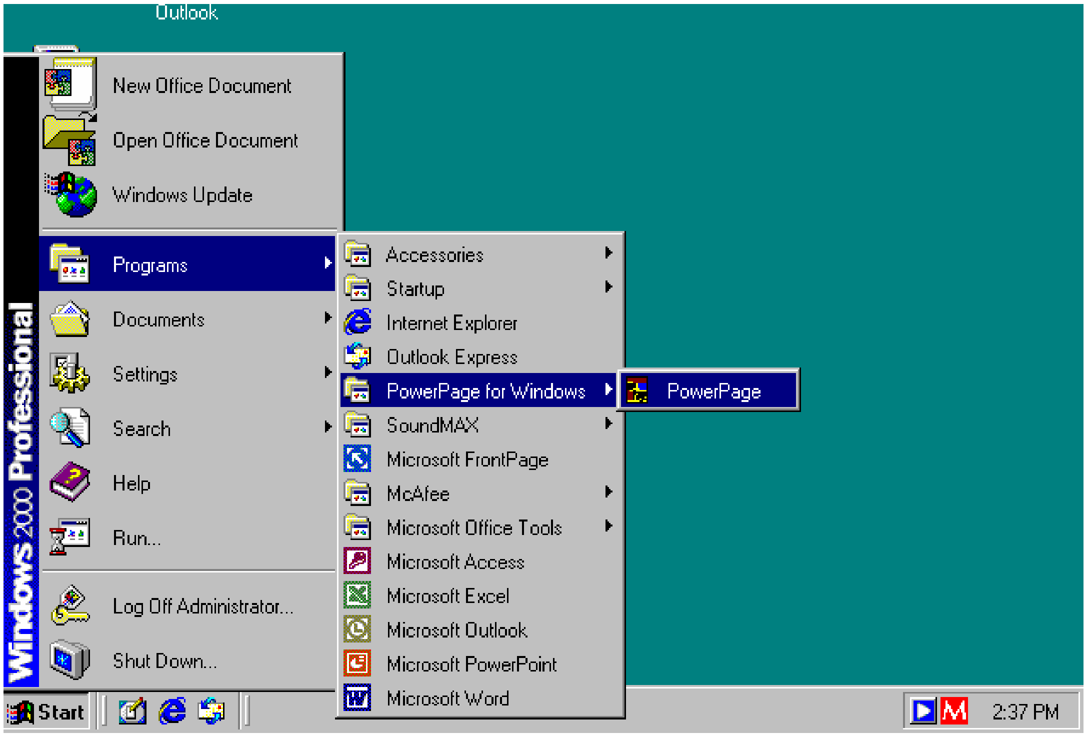


Step-8

Click on **Finish** to finish the setup.



Inpage Urdu is installed successfully and we can open Inpage Urdu file form **Start-> Programs-> PowerPage for Windows-> PowerPage**



COMPUTER VIRUSES

A computer virus is a small program that interferes with normal functions of the computer. Usually a virus program is attached to a computer file. The file to which a virus is attached is called infected file. When the infected file is copied on a disk, the virus is also copied and it hides itself on the disk.

Activation of a Virus

The running of a virus program residing in a computer is called activation of the virus. The virus program executes when it is activated. The method of activation of a computer virus is defined in the virus program itself.

Different computer viruses are activated in different ways. For example, some viruses activate on a fixed date. Usually these viruses are part of some application software. When the application software date matches the virus program date, the virus is activated. For example, Friday the 13^{th} virus activates only if the date is 13^{th} and the day is Friday.

How computer Gets a Virus

Transfer of a virus program into the hard disk of computer is called infecting of the computer with a virus. There are many ways through which a computer can get a virus. Most common ways are: Nowadays, the most common way of transfer of virus to a computer is through the Internet. For example,

1. A virus can be attached to an e-mail message. When this e-mail message carried the virus is downloaded onto a computer, the virus is also downloaded.
2. A virus can also be attached to some software on the Internet. When this software is downloaded from the Internet into your computer, the virus is also transferred. When a virus–affected file is copied from one computer to another through a floppy disk, the virus is also transferred.

Action of a Virus

Different computer viruses create different problems in different ways. The most common problems are:

1. A virus may destroy all data stored in the hard disk by either formatting it without warning or by destroying some of its sectors.
2. A virus may change the boot sector of the hard disk. If the boot sector of a disk is affected, it cannot boot the computer.
3. The computer viruses are automatically loaded into the main memory of the computer and remains in the memory. This slows down the data accessing speed of the computer.
4. A virus can destroy **BIOS** of the computer.

How to Control Virus Infection

Following are few precautions that can prevent the damage of computer. These precautions are:

- ✓ Install latest anti-virus software on the computer.
- ✓ Always check a floppy disk with anti –virus software before using it in the computer.
- ✓ Never open an unknown e-mail sent to you in your e-mail box.
- ✓ Always use the licensed software.
- ✓ The floppy disk that has important information or program can be protected from viruses by making it read only. The disk becomes read only if the write-protected notch is closed.

Anti Virus Software

Anti-virus software is a special program that can detect and remove viruses from the computer. A large number of anti-virus programs are available for DOS and Windows. These programs contain a list of all known viruses. Since many new viruses are written and spread, the anti-virus programs are also be updated regularly. The manufacturers of these programs place updates of these programs on the Internet. These updates can be downloaded from the Internet free of cost.

The commonly used anti-virus programs are:

Norton anti virus program

McAfee anti-virus program

Dr. Solmon anti-virus program

INSTALLING ANTIVIRUS PROGRAM

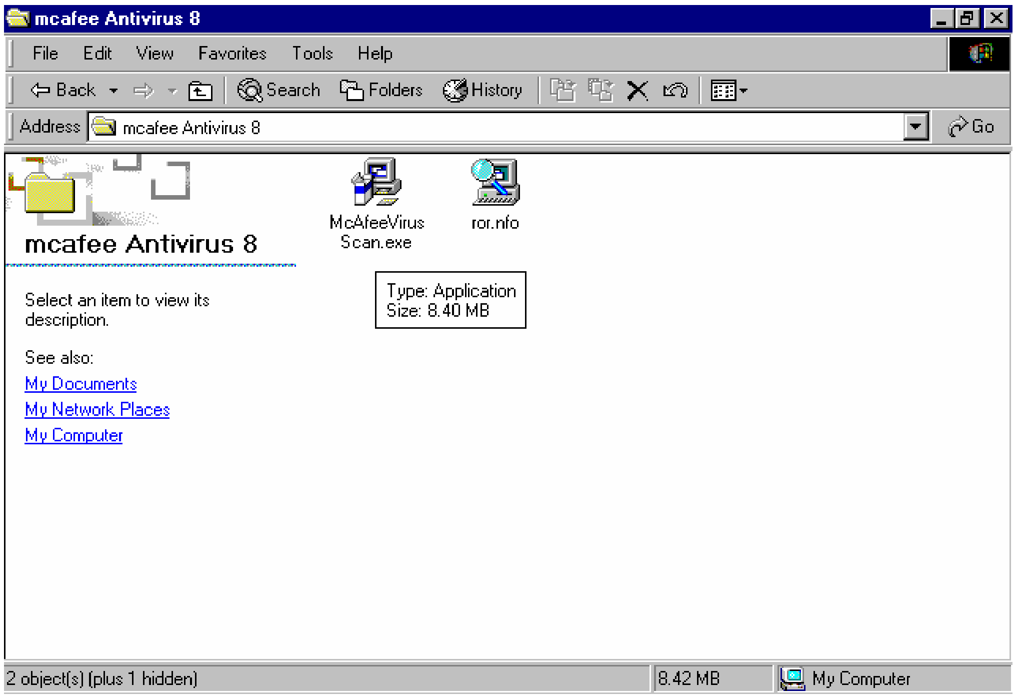
McAfee Antivirus 8.0

Step-1

Insert McAfee Antivirus 8.0 CD into CD drive.

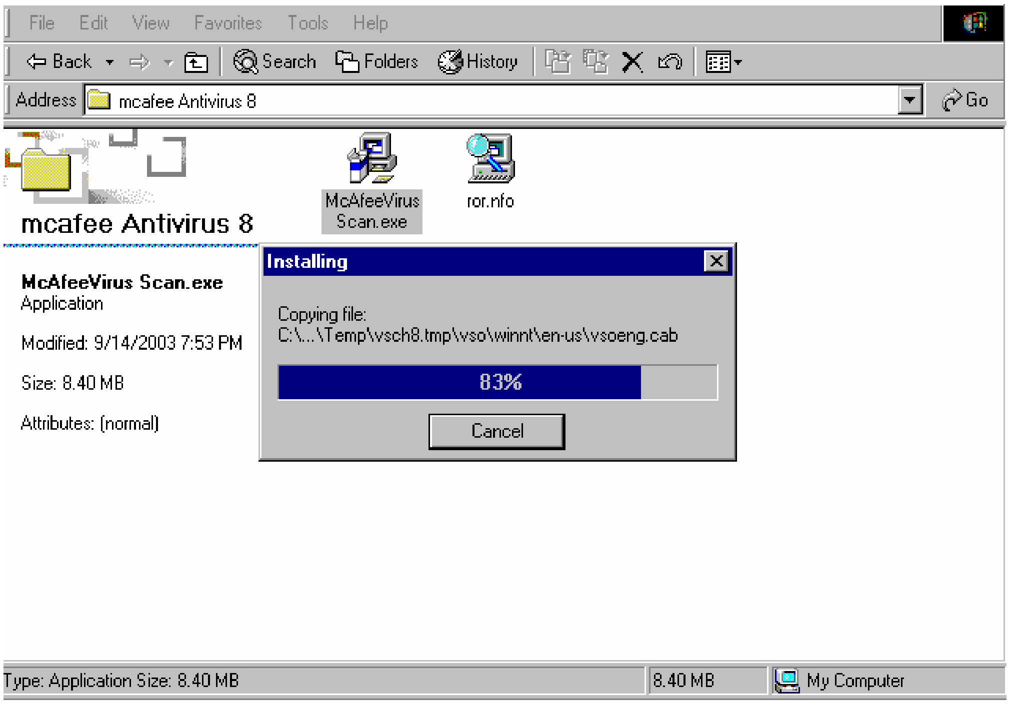
Step-2

Open CD Drive by clicking on it and click on **McAfeeVirus Scan.exe** file to start installation process.



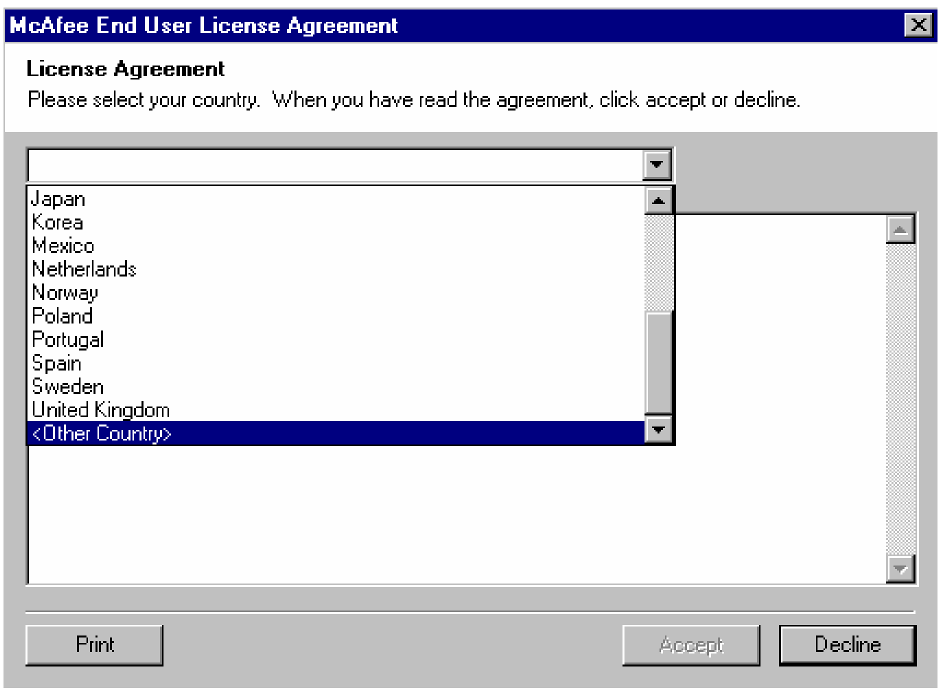
Step-3

Installing dialog box will be displayed.



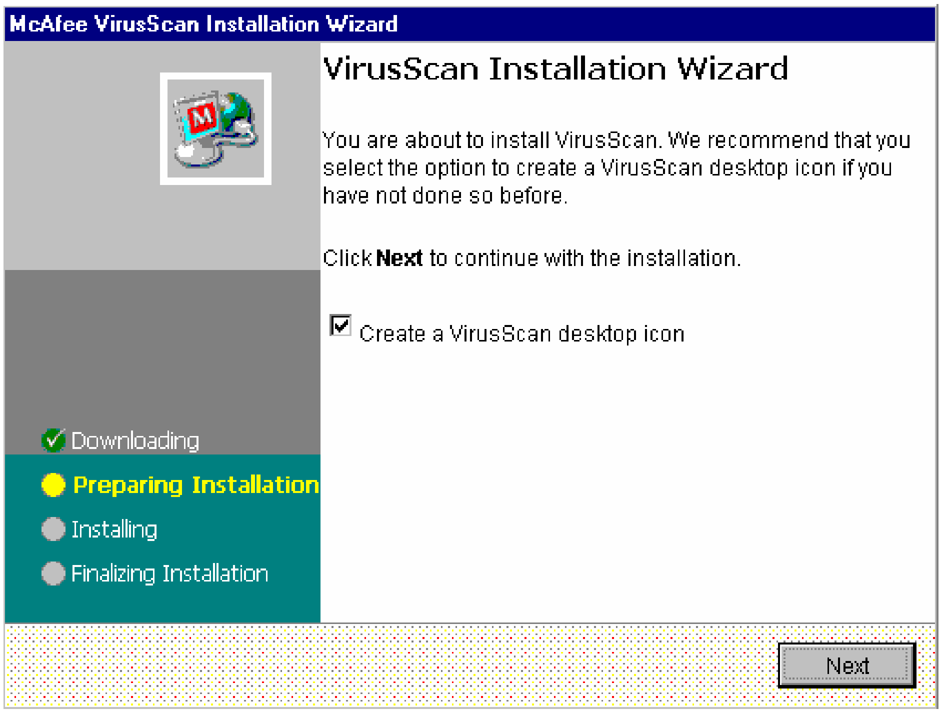
Step-4

Select **<*Other Country*>** in the **McAfee End User Agreement** dialog box.



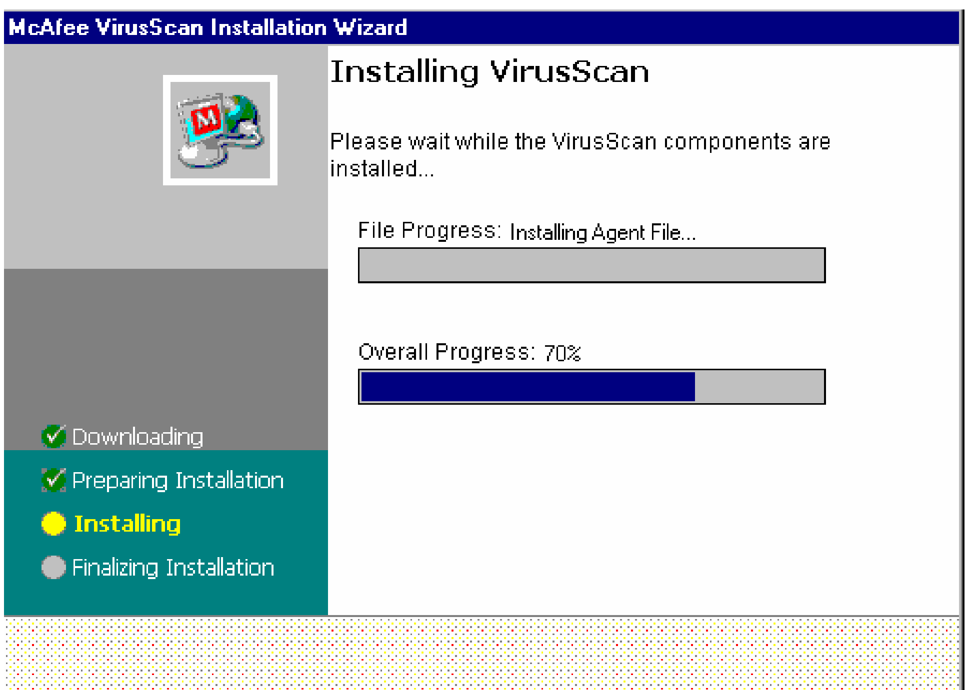
Step-5

Click on **Next** in the **VirusScan Installation Wizard** dialog box.



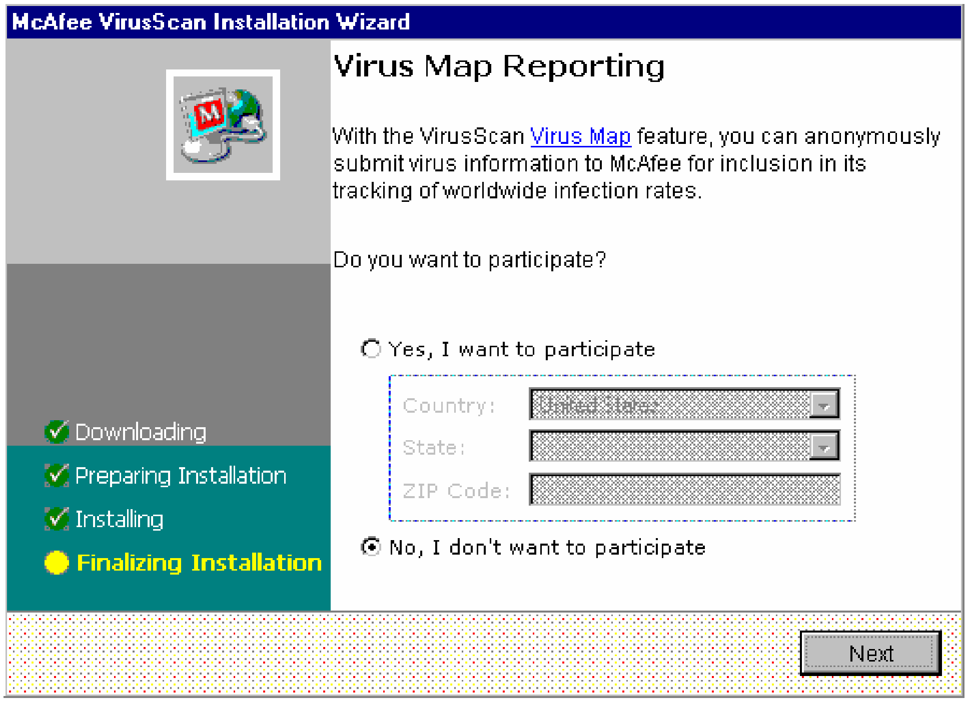
Step-6

Installing VirusScan dialog box will be displayed as shown in the below.



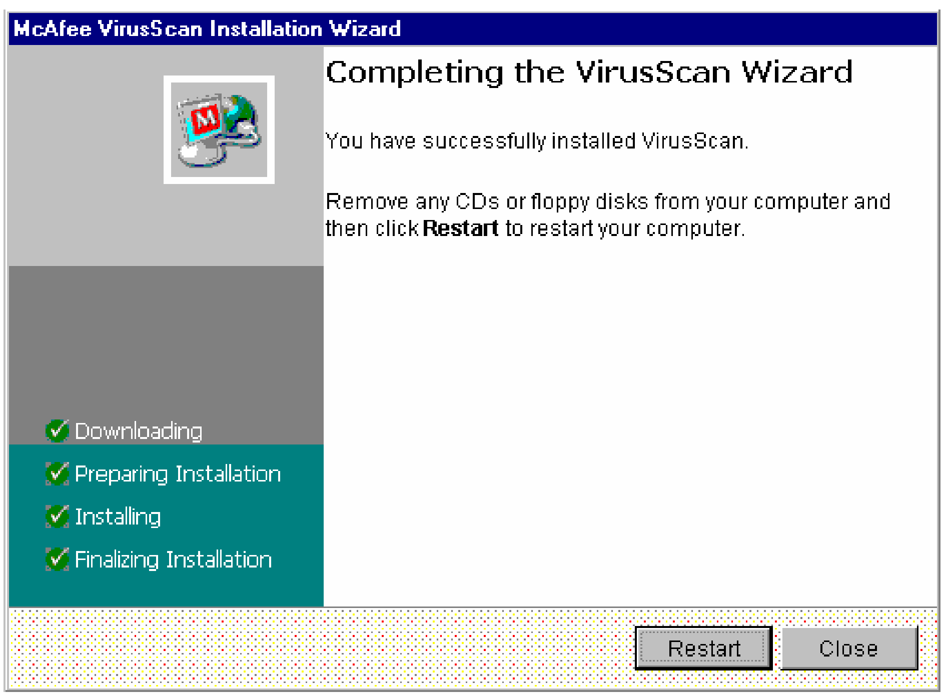
Step-7

Select the **No, I don't want to participate** option in the **Virus Map Reporting** dialog box.



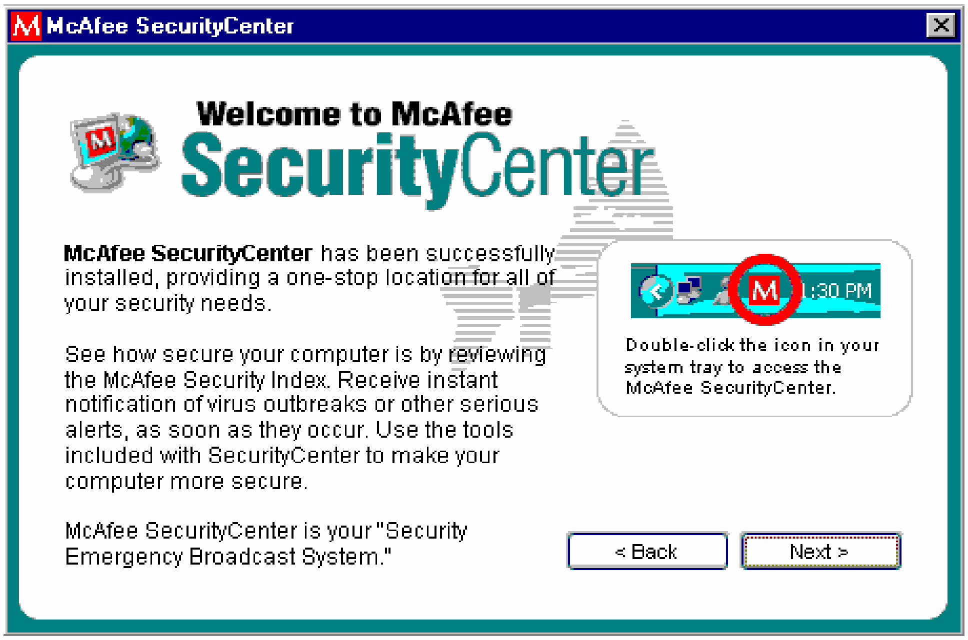
Step-8

Click on **Restart** to finalize the installation process. This will restart your computer.



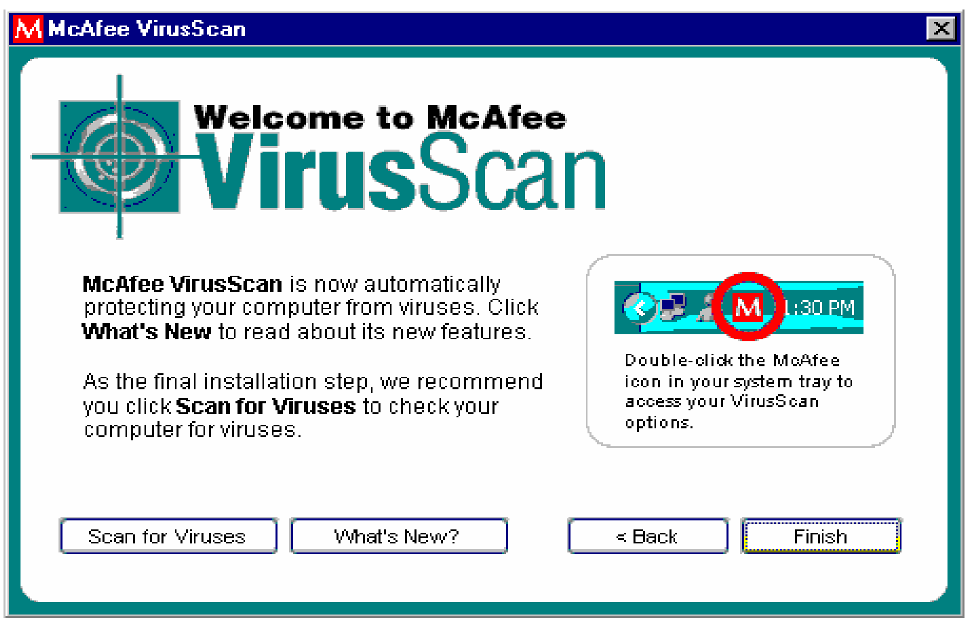
Step-9

After your computer restarts, click on **Next** button on the **McAfee Security Center** dialog box.



Step-10

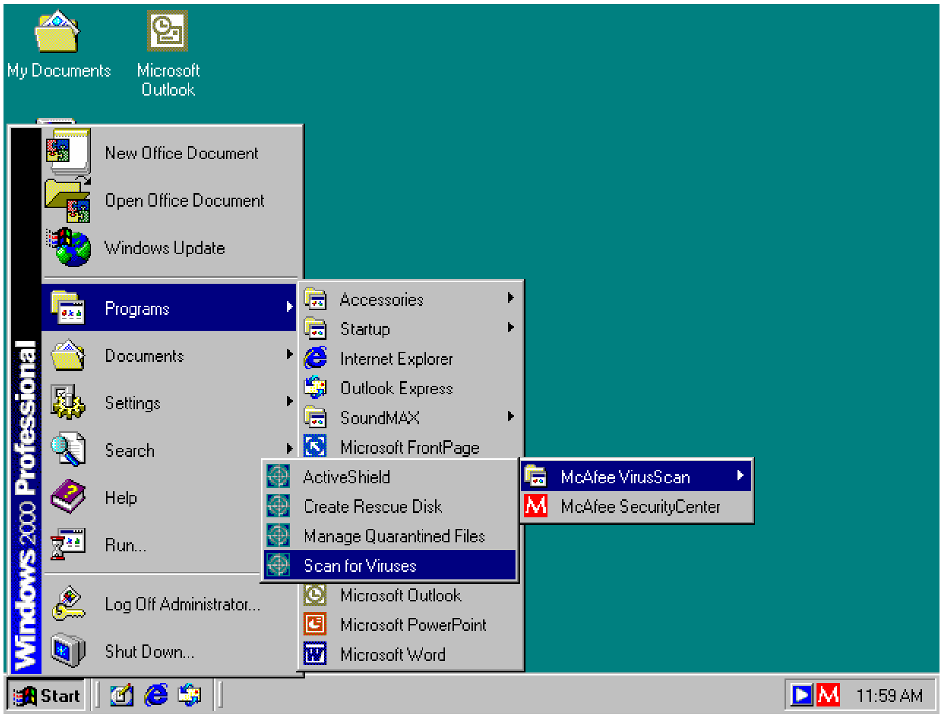
Click on Finish button to complete the installation process.



SCANNING FOR VIRUSES
McAfee Antivirus 8.0

Step-1

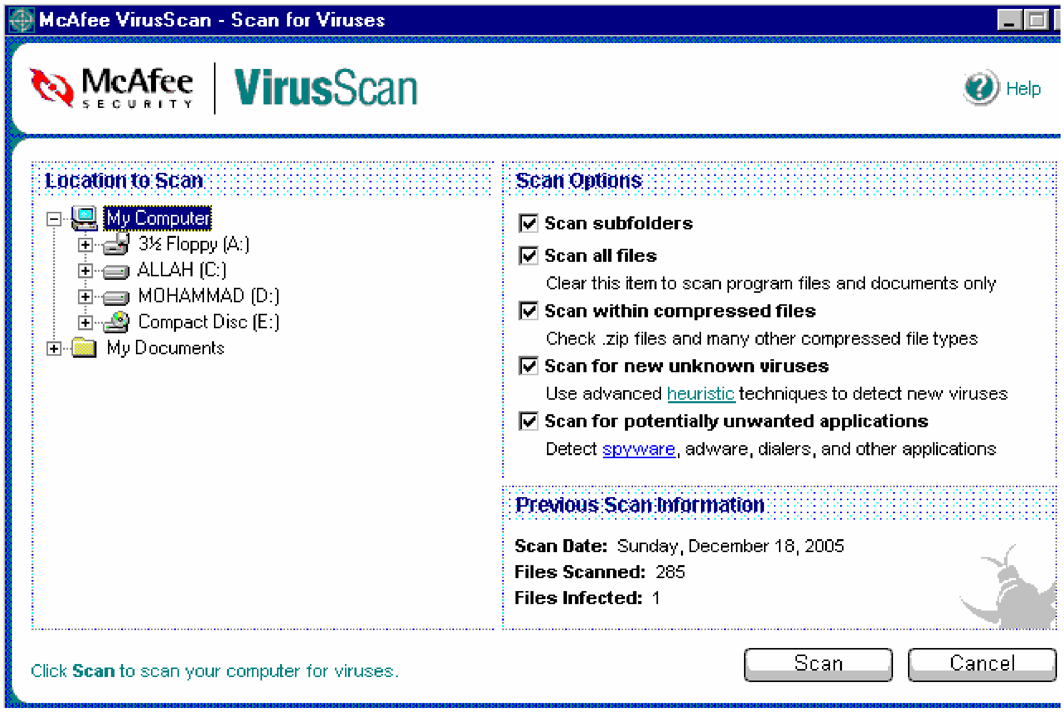
Click on **Start-> Programs-> McAfee-> McAfee Virus Scan-> Scan for Viruses**



Step-2

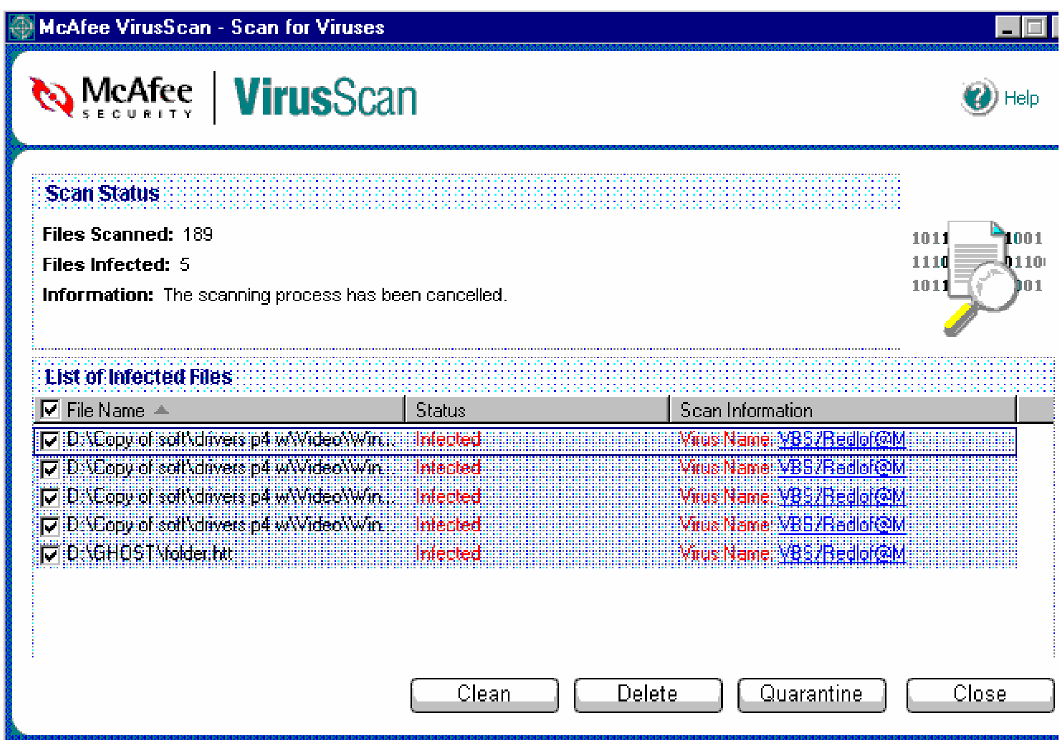
We can select the location to be scanned, for example "My Computer" for complete hard disk, Floppy Drive & CD Drive. Drive C: for scanning Drive C: only etc.

Click on **Scan** button to start scanning files process.



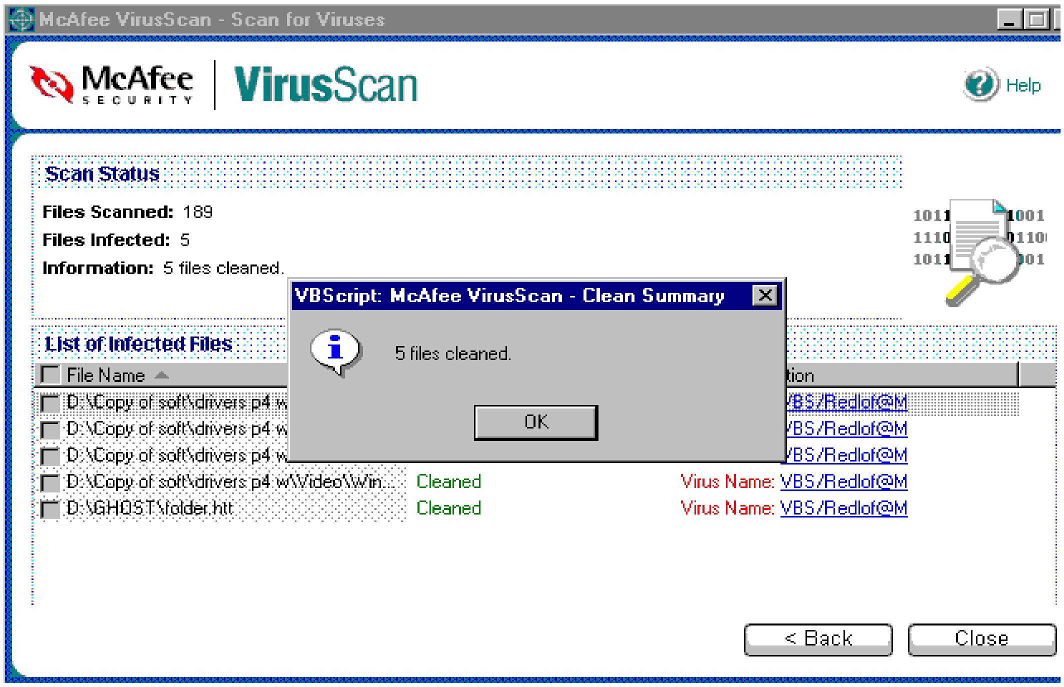
Step-3

List of Virus Infected files will be displayed. Click on check box near **File Name** to select all infected files, click on **Clean** button to clean infected files, click on **Delete** to delete all infected files, click on **Quarantine** to isolate all infected files.



Step-4

Clean Summary dialog box will be displayed. Click **OK** to complete scanning process.



Theory Exercise

Questions

1. What is the difference between windows 98 and Windows 2000 operating system.
2. How much approximately time required to install windows 2000.
3. How many time the system need restart during complete installation of Windows 98.
4. How much approximately time required to install Microsoft Office 2000.
5. What steps are required to install anti virus program.
6. How device drivers be installed in windows 98.
7. Can we install office 2000 before installing windows 2000.
8. Can we install Inpage in Windows 2000.
9. How much steps are required to install Inpage.
10. How many time the system need restart during complete installation of Windows 2000.

Practical Exercise-1

Topic: *Install MS window 98 in your computer lab.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-2

Topic: *Install MS window 2000 in your computer lab.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-3

Topic: Install MS office 2000 in your computer lab.	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-4

Topic: *Install Inpage in your computer lab.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-5

Topic: Install Anti Virus software 98 in your computer lab.	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-6

Topic: *Install Printer driver in MS window 98 in your computer lab.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-7

Topic: *Install Scanner Driver in window2000 in your computer lab.*	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Official Correspondence





1. Letters:

1. Drafting
2. Letter Structure
3. Punctuation
4. Letter Styles
5. Business Letters
6. Personal Letters
7. Government Letters
8. Letter Of Application



2. Different Other Forms of Official Correspondence

1. Memorandum
2. Demi-Official Letter
3. Un-Official Note
4. Circular
5. Notification
6. Resolution
7. Telegram
8. Press Note
9. Office Order

Letter:

Main Parts and Their Placement:

1. Letterhead (Heading): Printed name and address of the company or firm. If you are not using a printed letterhead, a heading may be typed in the center at the top of the paper, in all capital words.

2. Date Line: Month, day and year on the letter is typed, below Letterhead, from centre or even right margin.

3. Inside Address: The name and address of the business or the person to whom the letter is written. Type at the left margin 4,6 or 8 lines below the date line.

4. Subject. The Message of Letter in one sentence. It start with word "Subject:" or "Subj:" or some writes the word "Re" or "In Re". and then Sentence is written in Bold and in;
a. All capital words. - or -
b. Normal sentence but underlined.

5. Salutation: Opening greeting phrases such as, sir, dear sir, Dear Miss Nusrat, two lines below the inside address.

6. Body: The message which the writer conveys to the addressee. Start writing 2 lines below the salutation; usually single spaced with one blank line between the paragraphs.

7. Complimentary Closing: Closing words, such as "Yours truly", "Yours sincerely". Type double space after the last line of the body. It begins almost at the centre.

8. Writer's Identification: Typed name or title or both of the writer. Space down 4 lines from the closing. When the name and official title are written on separate lines, use single spacing. If the name of the dictator and the title are short, they may be written on the same line; putting comma in between.

9. Reference Initial: Initial of ;the dictator and or typist in business practice the initials of the dictator are often omitted when the name of the dictator is written out. First initial will be of dictator and then typist. Se illustration below:
Illustration:

1. MAA: NH
2. GHJ/MYC

<u>Special Features:</u>

Reference Line: This line is used for reference of record of a letter being kept. It, mostly use, when reply of letter is required.

The Attention Line: A letter addressed to business organization but requesting the attention of a particular person is typed with an attention line. The attention line is typed two line below the inside address. For example;

______________ Inside Address

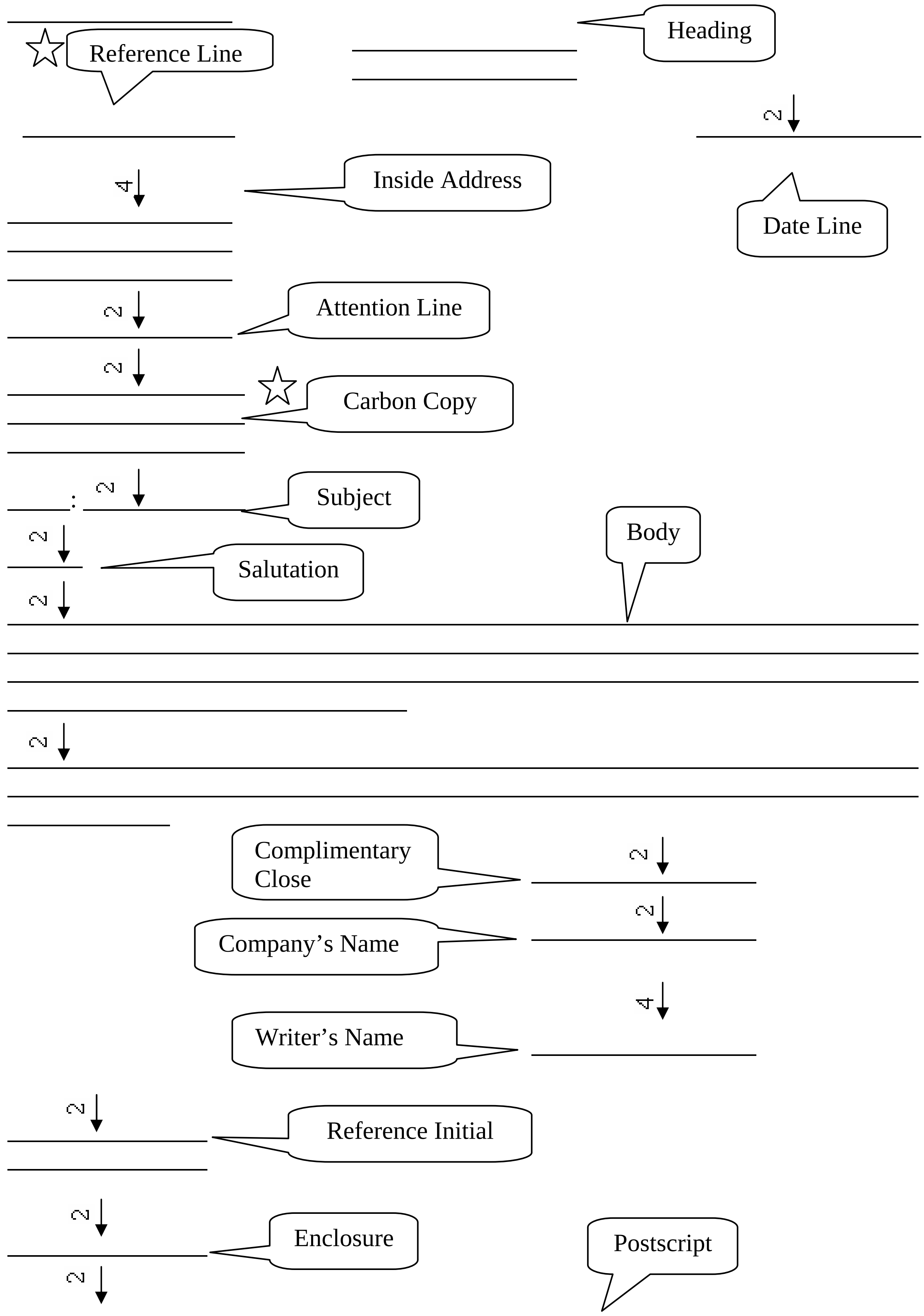
____

ATTENTION MR. BABAR ALI Attention Line

Carbon Copy (CC or c. c.): When a copy is desired to send for more persons after addressee of inside address but only for information purpose. The others are written here.

Enclosure: Quantity of all documents attached with original letter.

Post Script: It is considered to be after thought, adding some statement that was unanimously omitted from the letter. Such a statement may have been purposely omitted from the letter in order to give it particular emphasis as a postscript. It is written 2 lines below the last typed.


Heading
Reference Line
2
Inside Address
4
Date Line
Attention Line
2
2
Carbon Copy
:
2
Subject
Body
2
Salutation
2
2
Complimentary Close
2
2
Company's Name
4
Writer's Name
2
Reference Initial
2
Enclosure
Postscript
2

Note:

1. Reference Number, in Old style, is written on top of Heading while now a day before Heading.
2. Carbon copy, Some time is written before Reference Initials.

Punctuations:

There are three punctuation patterns.

1. Open
2. Standard (Mixed)
3. Closed

Illustration:

<u>1. (Open Style)</u>

No punctuation mark is used at the end of any display line (part of letter other than the body) except period after an abbreviation.

2. (Mixed Style)

Only two display lines end with punctuation. The salutation (colon) and the complimentary closing (comma).

:

,

3. Closed

Every display line ends with some punctuation.

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____________________,
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____________________,

____________________.

__________________,
__________________.

Letter Styles:

1. **Full Blocked:** Each line is typed even with the left margin.

Department of Business Education
Institute of Education and Research
University of the Punjab, New Campus, Lahore, Pakistan

June 30, 2004

Mr. Ajmal Tanweer Qazi
Government Commercial Institute
129-D Satellite Town
Gujranwala

Subject: Form of a Full-Blocked Letter

Dear Mr. Qazi

This Letter is set up on the full-blocked style, in which every line begins at the left margin. Some companies modify it by keeping the date at the right, but most firms use it as shown here. Because this style is the fastest to type, it is considered very modern. It is nature, although not necessary, to use "open" punctuation with this style of letter.

This letter also illustrates one arrangement of the subject line which may be typed with underscores or capitals. In a full-blocked letter, it must be blocked, in other letter styles, it may be blocked or centered. It always appears after the inside address and before the salutation.

Some companies, notably law offices, prefer to use latin terms Rw or In Re instead of Subject.

Yours faithfully

Main Abdul Aziz,
Head Department of Business Education

---

2. **Blocked:** All lines begin at the left margin except the date line and the closing lines, which begin at the centre of the paper.

HASHMI AND COMPANY
CONSULTANTS IN OFFICE PRACTICES
125 SHAHRAE QUAID-E-AZAM
LAHORE

March 2, 19—

Mr. Mukhtar Ahmad,
Sales Manager,
Anwar Industry, Gujranwala.

SUBJECT: PUNCTUATION PATTERNS

Dear Mr. Mukhtar:

I am pleased to answer your inquiry about punctuation styles for business letters. There are three patterns:

1. The "Full" or Closed" pattern required that every line in the letter, other than those in the body, be ended by a punctuation mark. This letter illustrates the "Full" pattern. UYou rarely see this form today.
2. The "Standard" pattern requires only that two display lines be ended by punctuation: the salutation, which is followed by a colon, and the complimentary closing, followed by a comma. Most letters are in this pattern.
3. The "Open" pattern eliminates punctuation marks after all display lines, except the period after an abbreviation. Not even the salutation or complimentary closing end with punctuation. This pattern is new, but becoming popular.

This letter also shows, as you requested, one of the several methods of arranging an enumeration in the body of a letter.

Yours sincerely,

Muhammad Nawaz Khan,
Specialist in letter Styles

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3. Semi-Blocked: The first line of each paragraph in the body is indented. The date line, the complimentary close, and the signature are in vertical alignment near the centre or at the right margin.

MAIRAJ SONS LIMITED

68-71, RAVI ROAD, LAHORE – PAKISTAN
PH: 66872,68733, 31236, 445863
CABLE: "MAIRAJSONS" LAHORE, TELIX: 4745 VERSE PK.

March 03, 1977

Mr. Jalil Ahmad Qurashi
256 Liaquat Road
Karachi

Subject: Form of a Semi Blocked Letter

Dear Mr. Qurashi:

This is a semi-blocked letter, which is simply a blocked letter with the paragraphs indented. As a rule, the indention is for five spaces; but it is not uncommon to indent ten, or seven spaces.

This letter also shows how and where a typist reminds himself that he is to send some thing in the same envelope with the letter. On the line below the initials, he types enclosure: or, if there are more than one, Enclosures. Some typists prefer to use the short forms, Enc. and Encs.

It is important to type that note, for it is also a re-minder for the person who gets the letter to be sure to see and to note what is enclosed.

Very truly yours,

MIRAJ SONS LTD

M. Mushtaq Chohan
Office Manager

MMC:NH
Enclosure

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4. Indented: Date line even with the right margin, the first line of inside address is started at the left margin. Each of the successive lines of inside address is indented five space from the preceding line. The paragraph is also indented 5 spaces. This indention is followed in closing lines too. If it is short the first line may begin at the centre; if any closing line might protrude into the right margin, however start the first line far enough to the left of the centre to provide adequate space or even the longest line.

INTERNATIONAL SERVICE COMPANY
WAPDA HOUSE
SHAHRAE QUAID-E-AZAM, LAHORE

February 07, 20--

Mr. Mohammad Yaqub, Manager,
Pak Shuttle Company Ltd.,
Small Industries Estate,
Gujranwala.

SUBJECT: FORM OF INDENTED STYLE

Dear Mr. Yaqub:

This letter is set up in the indented form, as you will note by a glance at the inside address and closing of this letter. In each of these groups, the lines are indented in steps of five spaces each. Each paragraph is indented five spaces, too.

The indentions would be slow if you had to tap the space bar five times for each of them, but they are fast if you set tab stops and use them. The office worker who types letters in this style all day long sets a tab stop every five spaces across the paper; then he is sure to have enough of them set to use for any length of letter.

One care that you must exercise when you use this form is to make sure that none of the closing lines project into the right margin. Start the first of the closing lines far enough to the left to assure that there is room for all the other lines in the closing.

Yours very truly,

INTERNATIONAL SERVICE COMPANY,

Habib Ullah Bhatti,
Training Director.

PERSONAL LETTERS

Almost every person, in his day to day life, writes letters to his personal friends to business individuals and to some other officials. In this section, you are introduced to the typing techniques of the personal letters.
Three Kinds of Personal Letters

1. **Business Style.**

(Standard Punctuation)

ALVI LODGE, CHICHERWALI
Pasrur Road, Gujranwala

June 7, 20—

Mr. Khalid Mahmood Khokhar
ITHAD BUIDING, Roras Road
Shahbaz Colony, Sialkot City

Dear Mr. Khokhar:

You have asked me to write you something about the personal letter and placement techniques. I am very glad to discuss it hereinafter:
This letter shows how to use the Blocked style for typing and personal letter with business style, standard punctuation on ordinary plain paper.
To enable the person to whom you are writing to know your address, type it in tow lines above the date line Type the number and street or road on the first line and the locality (mohallah, etc.), city and province on the second line. Begin address and date from the centre of the page.
Type name and inside address of the person to whom you are writing by dropping down 4 to 8 lines from the date line. Start typing from the left margin. Leave one blank space after the inside address and type salutation. Then drop two lines and start typing body of the letter even with the left margin.
At the end of the letter, drop down two lines and type complimentary close that should begin at the Central of the page. Then drop down four lines and type your name aligned with complimentary close. Do not type your reference initials.

Yours very truly,

Mohammad Imran Alvi

2. Formal Style

(Block style)

House 32, Street 32
Shalimar-6, Islamabad

April 19, 20—

Dear Miss Malik

You can remove the "commercial" touch and tone from any letter style by moving the inside address to the end of the letter.
You should make this change in a personal letter, in any formal or respectful letter to a public official or other honored person, and in any letter of appreciation or sympathy or congratulation.
Do not use reference initials in any such letter. If the person receiving the letter knows you, do not even type your name.

Cordially yours,

Saira Hameed Alvi

Miss Bushra Malik
57-Tariq Block
New Garden Town Scheme
Lahore

3. **Informal Style**

This style is used when you write to your close friends. Note that you do not type the inside address and your name after the complimentary closing. Remember, though, that you do type return address on the top of the sheet, as shown in this letter.

(Semi block style)

814-B People Colony
Faisalabad

September 27, 20—

Dear Samina:

My "thank you" letter to your mother was sent by airmail, the day after I got back from my weekend with you. The delay after I got back here. I am still blowing and wheezing, but I'll live, I am sure.

Exams are coming up, and I have much to do to get ready for them. I shall write a longer letter soon. Wish you for a wonderful weekend.

Sincerely Yours,

Letter of Application

A good letter of application opens many doors to employment. If the letter is prepared with utmost care and originality, it is certain to arous an employer's int4erest in you. The following items should be included when writing a letter of application:

- A statement indicating where you learned of the vacancy.
- Some indication as to why you are interested in employment with this particular organization.
- Your educational preparation.
- Personal, Charactteristics, particularly if a personal data sheet is to be attached to the letter.
- Previous work experience which might make you better qualified to fill the position.
- Names of at least two references.

(Semi block style)

Mr. Bashir Ahmad Chaudhary
Personnel Director
Sui Northern Gas Ltd.
123 Shahrae Quaid-e-Azam,
Lahore.

Dear Sir:

I would like to apply for the position of Computer Operator in the classified advertisements of the daily "The Pakistan Times" on March 8, 2004. I believe that I am extremely well qualified to handle the details of such a position.

In July last I qualified my D.Com Examination of the Punjab Board of Technical Education,. Lahore, then I complete the diploma of Computer Operator/Office Assistant from Punjab Vocational Training Council. I am able to type at 1000 key depression per hour and can use efficiently most of the common office machines. I meet people easily and learn new duties quickly. I believe my teachers would consider me to be an accurate and willing worker.

For our convenience, I have outlined on the attached personal data sheet many details concerning myself which may be of interest to you. The persons whom I have listed as references will also be glad to furnish additional information that you might desire.

I would be pleased to call at your office for an interview should you so desire. You may reach me by telephone (Gujranwala 91-3297), or by writing to address listed above.

Very truly yours,

Iftikhar Ul Hassan

Enclosure

PERSONAL DATA SHEET

Name: Iftikhar Ul Hassan
Address: 315-S Satellite Town, Sargodha
Telephone: 0451- 645473

PERSONAL CHARACTERISTICS
Qualified Diploma in Commerce Examination from the Govt. Commercial Training Institute, Gujranwala, June 2004.

Business Subjects completed:

General Business
Economics
Book keeping I and II
Secretarial Practice
Typewriting I and II

WORK EXPERIENCE

2005 TO 2006 – Jaffer Brothers (NADRA CONTRACT), 19 Davis Road, Lahore.

REFERENCES (With permission)
Mr. Iqbal Ahmad Chatta, Instructor, Govt. Commercial Training Institute, Sargodha
Mr. Muhammad Javed Choudary, Principal, Vocational Training Institute, Naushehra

Government Letters:

An official letter conveys the views or orders of the central or provincial government. This form is also used for communicating sanctions of the Government to attached and sub-ordinate offices, but shall not be used for corresponding between two different divisions of the same department. The main part of a letter and their placement position is as follow:

a) Number: It is an essential party of all official communications. It provides an easy reference to the addressee and the writer. It is typed in the centre of the page on the tenth line from the top of the page.
b) Letterhead. Immediately after number letterhead is typed in all capital words and in the centre of the page. The name of the Government and Division are generally given in the letterhead. As usual the designation and came of the writer is not given in the letterhead.
c) Date. The date is centered on the page leaving one blank space between the letterhead and the date. The name of the place is given with the date (if it is not used the letterhead) as follow:

Dated Lahore the, 30th August 20--

d) Sender's Name & Designation. Two spaced down after the date on the left margin the word 'From' is written. Two spaces further down from the word 'From and ten spaces ahead from the left margin, name and designation of sender is typed.
e) Name of the addressee. Two spaced down from the sender's address the word 'To' is typed on the left margin. Two spaces further down from the word 'To' and ten spaces ahead of left margin, name and designation of the addressee is typed.
f) Subject Three spaces are preceded and followed by the subject. It is typed after the name and designation of the addressee. If the word 'subject' is typed in all capital, the material of the subject is typed in front of it, in all capital words, and if the word "subject" is in small words the material of the subject is under-lined. A colon is put after the word 'Subject".
g) Salutation. After Subject the word 'Sir' or 'Dear Sir' are typed in the salutation.
h) Body of the letter. In all forms of official letters, the paragraphs in the body of the letter are indented ten spaces. It is typed on single space and on sixty space line.
i) Complimentary Close. Two spaces down from the body of the letter Complimentary closing is typed. Generally the name in the bracket and line in the complimentary closing is back spaced form the true margin and rest of the lines are centered with the longest line.
j) Endorsement. When a copy of the official communication is to be forwarded to some other person in addition to the original addressee. The left margin the word 'Endorsement' or 'Endt.' And number is typed on the endorsement is typed ten spaces indented from the left margin like the body of the paragraph. The name and designation of the writer is again typed after the endorsement below five spaces as the complimentary close. Endorsement is typed as follow"

Endt. No. GCTI/Lib/6-77/67 Dated Lahore the ___________ / 20—

No. SRG-5 (SG) UNT/75
GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION AND
INFORMATION DEPARTMENT

Endorsement No. GCTI/Lib/6-77/67 Dated Lahore the ___________ / 20—

From:

Mr. Sadiq Ali,
Additional Secretary,
Govt. of the Punjab,
S. G. A. & I. Department.

To:

1. All Administrative Secretaries to Govt. of the Punjab.
2. All Heads of Attached Department in Punjab.

Subject: Supply of Summer/Winter Uniform to Low Paid Staff.

Sir,

I have the honor to inform you that it has been decided by the Government to provide uniform to the low paid and winter seasons. The old and worn out uniform must however be collected before issuing the new uniform.

2. The list of employees who have been issued the uniform may please be supplied to this Department at an early date.

Yours Obedient Servant,

(SADIQ ALI)
Additional Secretary,
Government of the Punjab,
Services, General Administration &
Information Department.

DIFFERENT OTHER FORMS OF OFFICIAL CORRESPONDENCE

Memorandum. This form of communication is used between various divisions of a department. It conveys information not amounting to an order of the Government to attached department. It is written in the second or third person.

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

To

The Director Technical Education
The Punjab, Lahore.

Memorandum No. S.O. (TE)/67-87
Dated Lahore the 4the August 1985

Subject. Deputation of Government Servants.

I am directed to say that request made by the various Autonomous Bodies for deputation of staff working under the Administrative control of Director Technical Education should not be entertained direct. In future, if it is considered necessary to borrow the services of any staff, prior approval of the competent authority must be taken.

I am further to request you that the above instructions may kindly be brought to the notice of all concerned working under your administrative control for strict compliance.

(Ejaz Hussain)
Section Officer (TE)
for Secretary Education

Demi-Official Letter. This form of communication is used between Government Officers when personal attention of the individual is required. It is a kind of personal letter containing official information.

D.O. No. GCTI/STF-(87)/77
GOVERNMENT COMMERCIAL TRAINING INSTITUTE
JHELUM

Dated Jhelum, 3rd September 1985

My dear

Kindly refer to our telephonic talks on the 31st of last month regarding the problems of these Institutions. In this respect I beg to submit that:-

The Institute building is in a depilated condition, the owner of the building is reluctant to make any repairs, so much so that this year annual white washing was not arranged inspire of our repeated requests. On the other hand he is demanding an increase in rent for Rs. 200/- per month that is to say he is demanding Rs. 1,200/- per month there as the sanction amount of rent for our building is only Rs. 1,000/- p.m. No suitable building is available at the existing sanctioned rent.

There is acute shortage of staff, especially in Urdu shorthand and type-writing side, with the recent transfer of Mr. Aftab Ahmad from this Institute the entire teaching load of these subject has fallen on one Instructor. Similarly two posts of Instructors in Languages are lying vacant with the result that students often complaint of vacant with the result that students often complaint of vacant periods.

In the light of the above you are requested to enhance the sanction of rent for the Institute building and make some suitable arrangement for filling up the vacant

Yours obediently

(Muhammad Iftikhar)
Principal

Mr. Saeed Ahmad Khan
Director Technical Education
Punjab, Lahore.

Un-Official Note. This form of communication is used between divisions and divisions of a department. It is written on the file itself.

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Subject: Medical Facilities at Govt. Commercial Training Institutions.

Will the Section Officer (EE), Government of the Punjab Education Department refer to the correspondence resting with this Department letter No. FD-(PG)/67 dated January 19 and subsequent reminders of even number dated 10^{th} & 25^{th} January 19.

The F.D. has agreed to the proposal of the Education Department for the provision of part-time Doctors at Government Commercial Training Institutions in Punjab. The services of the doctors may be arranged from the local Government Dispensaries. The doctors will visit the Institution daily. Doctors is still awaited from the Education Department.

The provision of full time doctor and the raising of funds for the purchase of medicine will be discussed in the next meeting of the SNE. The Education Department is requested to furnish the full details with full justification.

(Sarfraz Hauder)
Section Officer (P&F)

To

The Section Officer (EE), Government of the Punjab Education Department, Lahore.

U.O. No. S.O. (P&F)/FD-76 Dated Lahore the, 4^{th} February 20—

Notification. This form of communication is used in notifying in the Gazette, the rules, orders and appointments, leaves and transfers of officers of the Central or Provincial Government.

GOVERNMNET OF THE PUNJAB
LAW DEPARTMNET

Dated Lahore the 19th May 19—

NOTIFICATION

No. P. L. S/118-Gen /1460—With reference to the definition oft the expression 'Government Pleader' contained in Section 2 (7) of the Code of Civil Procedure, 190, the Governor of the Punjab is pleased to appoint Sultan Ahmad to the post of Additional Government pleader in the Civil District of Sialkot with effect from the forenoon of the 14th May 19—and to authorize him to perform all or any of the functions expressly imposed

(Mohammad Arif)
Secretary

Resolution. This form is used when a wide publicity to a decision of the Government is required to be given.

PUNJAB BOARD OF TECHNICAL EDUCATION

To

The Principal
Government Commercial Institute
Sargodha.

No. BTE/Com-(2)/G/77 Dated Lahore the 29th July 20--.

Subject: Introduction of the Subject Practices in Accounting in D. Com. Accounts Group.

Reference letter No. GCTI/Pol-9/75 dated 10th July 19—on the subject noted above.

2. Reproduced below is a decision of the Academic Committee duly approved by the Board in its meeting held on 5th instant.

3. "Resolved that in place of the subject Applied Economics Practices in Accounting be introduced to D.Com. Class."

SECRETARY

Office Order. This for is used for conveying instructions to be followed in offices and notifying appointments, promotions, leaves etc. of the establishment staff.

DIRECTORATE OF EDUCATION
LAHORE DIVISION LAHORE

OFFICE ORDER

The headquarter of Mr. Mohammad Mukhtar, Lecturer in Chemistry, Government College, Baghbanpura is transferred to this Directorate for preparation of Courses in Chemistry for 11th & 12th Classes, till further orders.

DIRECTOR

Endt. No. D.E./Con/Sy11-75 Dated Lahore the 23rd June 19—

A copy is forwarded for information and necessary action to:

1. The Principal, Govt. College, Bagh-banpura, Lahore.
2. The Officer concerned.

DIRECTOR

Telegram: This form is used for sending urgent message.

STATE TELEGRAM EXPRESS

PRINCIPALS
GOVERNMENT COMMERCIAL INSTITUTES
GUJRANWALA, JHELUM, SARGODHA

No. DTE/STF-(5)/G-31/19th September 19--. ATTEND DIRECTORATE OF INDUSTRIES ON 12TH ALONGWITH INDENTS FOR EQUIPMENT.

DIRECTORATE

Not To be Telegraphed

Director
Technical Education
Punjab Lahore

Endt. No. DTE/STF-(5)/G-31/ Dated Lahore the 9th September 19--.

A copy is sent in confirmation to the Principals, Govt. Commercial Training Institutes, Gujranwala, Jhelum and Sargodha. They are advised to attend the directorate of Industries, Lahore in connection with the placing of indents for the equipment to be purchased during the current financial year for Govt. Commercial Institutes in Punjab.

Director
Technical Education
Punjab Lahore

Press Note: This form is used when a wide publicity to a decision of the Government is required to be given.

DIRACTORATE OF TECHNICAL EDUCATION
PUNJAB LAHORE

PRESS NOTE

All the Government Commercial Training Institutes in Punjab will re-open after the summer Vacations with effect from 16the September 19--. Students are advised to attend the classes regularly.

Director
Technical Education
Punjab Lahore

Endt. No. DTE/STF-(3)/75 Dated Lahore the 8th Sept. 19--.

Copy forwarded to the Director, Press Information, Government of the Punjab, Lahore for publishing the above press Note in three Urdu Dailies on 14th September 19--.

Director
Technical Education
Punjab Lahore

Theory Exercise

Questions

1. Name main parts of letter.
2. What is letterhead.
3. What is subject line of letter.
4. What is complementary letter.
5. What is carbon copy of letter.
6. What are punctuations.
7. What is Illustration.
8. Name different styles of letters.
9. What is indentation.
10. What are personal letters.

Practical Exercise-1

Topic: **Type This letter into differ styles and Punctuations structures**.	*Date:*

WORLD WIDE EQUIPMENT COMPANY, 42 Bundar Road, Karach, Use today's date.
Jawaid Jonaid & Company, Factory Area Kala Shah Kaku, G.T. Road, Sheikhupura.
Gentlemen; Subject: Service Book.
Our latest SERVICE BOOK has been in your office for several weeks, and we are confident that it has given you many valuable ideas.

2. greatly increased amount of paper work faced by the average business organization in recent years has brought about the need for many changes in methods, equipment, and office layout. Offices that were modern ten years ago may be entirely out of date today.

3. So many of our customers are asking for this service book that we must ask you to return it to us sometime within the next few days. We will appreciate your cooperation in making this volume available to other companies faced with serious office problems.

4. Our representative is planning to call on you within the next two weeks to discuss a modernization programme for your office.

Coordially yours, WORLD WIDE EQUIPMENT COMPANY
Mohammad Asad Awan, Manager, Public Relations Department
CC: Mr. Shahid Ali Khan, Office Manager

Findings

Trainee Signature
Instructor's Remarks
Instructor's Signature

Practical Exercise-2

Topic: Apply for a Job of Computer Operator at VTI, Naushehra with your C.V. and your attached documents mention on your application as enclosure (number of copies).	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-3

Topic: Design a Telegram to cancel leave for an urgent work at your office, for your colleague working with you but on leave.	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-4

Topic: Your Admin Officer is on Leave and his charge will remain with Assistant Admin Officer during leave. Type Office Order for this purpose	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Practical Exercise-5

Topic: Admin Officer of Agriculture department, is transfer from Sargodha to Lahore. Type a notification for this purpose.	*Date:*
Findings	
Trainee Signature	
Instructor's Remarks	
Instructor's Signature	

Following are Comments / proposals / suggestions about existing curriculum.

RM / BOM / VTI / Trainee





PUNJAB VOCATIONAL TRAINING COUNCIL
14-G, L-BLOCK, GULBERG III, LAHORE
TEL: 5847081-83. FAX: 5883093